



Perkiomen School

Community Handbook

REVISION HISTORY

Version	Date	Description of Changes
1.0	8/20/2026	Updated all policies

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Our Mission

Perkiomen School inspires students to risk becoming their best.

Our Philosophy

Our Community

Perkiomen School is a boarding and day school dedicated to fostering a diverse and multi-talented student body. We challenge each other to work and rework in pursuit of excellence each and every day.

Our Program

Perkiomen School affords the best of a liberal arts education while cultivating entrepreneurial spirit in our students. We promote active inquiry and problem-solving, making education relevant and exportable to a future we cannot predict.

Our Students

Perkiomen School's students embrace global citizenship. Our students join together from different countries, races, sexes, socio-economic backgrounds, religions, sexual orientations, gender identities, and worldviews to be the heart of campus life.

Our Faculty

Perkiomen School's faculty meets students where they are. Our faculty members are collectively accomplished in academics, athletics, and the arts, with a desire for continuing education and a passion for mentoring students.

Our Campus

Perkiomen School provides a range of opportunities for students to explore their interests and the world around them. We are an inviting, safe home that nurtures a sense of curiosity, physical well-being, and belonging.

Our Motto

Perkiomen School's motto is "SOLVITUR VIVENDO." We believe that experience is the best teacher and that the challenges of modern life are only solved through engaged and thoughtful living.

Expectations

Moral and Ethical Standards

One of the objectives of Perkiomen School is to foster a mature and intelligent respect for and an adherence to accepted moral and ethical standards. It is essential that all Perkiomen School students understand that, in addition to rules governing student conduct at Perkiomen School, all local, state, and federal laws are followed. Students who aspire to or hold student office must exemplify this important element of leadership. Failure to meet this standard will disqualify a student from seeking or retaining any student office or holding any position of student leadership. Once in a position of leadership, the Perkiomen School reserves the right of removal if student behavior is deemed unacceptable.

Good Manners

Manners positively reflect our attitude towards one another and are living symbols of the value we place in other people. Perkiomen School students are expected to:

- Speak to one another, faculty, and guests when passing on campus
- Ensure that all guests feel welcome
- Introduce parents and guests to faculty members, to other parents, and to their peers
- Respect assembly and chapel services by ceasing conversation once inside the door and being punctual
- Be mindful of the needs of others in study hall, in the library and in class
- Be respectful to one another and to the faculty
- Take pride in the school's buildings, campus, and equipment and do everything possible to see that they are taken care of, including picking up trash and carrying it to the nearest receptacle.

Diversity, Inclusion, and Multiculturalism

At Perkiomen School, diversity and multiculturalism are positive aspects of our lives and essential components of education. The students, staff, families, board members, alumni, and friends of the Perkiomen School recognize and embrace the diversity in race, sex, gender identity, sexual orientation, age, social class, and family structure that exists within the Perkiomen School Community and the wider world. Furthermore, we respect and appreciate the differences that exist in the traditions we observe and the languages we speak, as well as everyone's unique heritage, personal beliefs, and choices of expression. We believe that the experience of a Perkiomen School education will enable students to value themselves while preparing to participate with pride and confidence in a rich and complex global society. As such, the Perkiomen School's curriculum and other programs will introduce and explore topics concerning race, ethnicity, family structure, gender, religion, physical attributes, sexual orientation, and socio-economic differences. As a result, when students graduate from our school, they will do so with a strong sense of their identity, a willingness to see the common threads that run through all our lives, and a high regard for the value and breadth of differences and similarities.

As a school, we recruit students and faculty from diverse backgrounds whose goals are consistent with both the sense of tradition we foster and our desire to promote inclusion. Furthermore, Perkiomen School has welcomed international students for generations and

embraces the fact that interaction with and understanding of people from around the world is essential to both educational and professional success in an increasingly globalized world and to fostering a sense of global citizenship. Given our commitment to creating an inclusive community on campus, any behavior deemed discriminatory on the grounds of race, ethnicity, gender, sexual orientation, age, socio-economic class, physical ability, mental and physical health, country of origin, or religious and/or cultural beliefs, whether overt or covert, falls outside of school norms and cannot be accepted.

Perkiomen School Calendar

The calendar is published on the Perkiomen School's website <https://www.perkiomen.org/about-perk/calendar>. It is important that it is reviewed before school starts each year to note the vacation periods and other important dates.

Long Weekends and Breaks begin after last commitment on the day the break begins. Please consult the calendar for exact dates and times students are expected back on campus.

Please note that early departures/late returns from vacation periods are unexcused absences.

Vacation Periods

Dormitories will close during school breaks – Fall Break, Winter Break, Spring Break, and Summer Break.

*During Fall Break, Winter Break, and Spring Break, dormitories close 24 hours after the end of classes and reopen the day before classes resume. During these breaks, students may stay for an additional 24 hours after dormitories close or return 24 hours before dormitories open for a housing fee of \$100.00. Students who remain on campus for a school activity will not be charged.

*Consult the school calendar for the exact date and time when dormitories close for the school year. There is not an option for an extended stay in the dormitory at the close of the school year.

Weekday Schedule

7:30 a.m.	Breakfast
7:30 a.m.	Lower level of Kriebel and Middle School open
8:00 a.m. – 3:00 p.m.	Academic day
3:15 p.m. – 5:15 p.m.	Athletics and after school activities*
5:30 p.m.	Middle School closes
6:00 p.m.	Lower level of Kriebel closes
6:00 p.m. – 7:00 p.m.	Dinner
7:30 p.m. – 9:00 p.m.	Middle School study hall
7:45 p.m.	Upper School dorm check in
8:00 p.m. – 10:00 p.m.	Upper School study hall
9:30 p.m.	Middle School lights out
10:30 p.m.	Underclass lights out
11:00 p.m.	Senior/PG lights out

*Some varsity level athletic programs may extend beyond 5:15 p.m.

*The Middle School Intramural Program runs from 3:15 p.m. – 4:45 p.m. each day.

Day students who remain on campus after 6:00 p.m. are required to report to Parents Hall for dinner. No student may be unsupervised and must attend meals when on campus. Any day student who remains on campus during the evening for a study group or meeting with a teacher will follow study hall guidelines. Failure to follow these important rules is considered a violation of Major School Rules, as outlined in the Community Handbook.

Perkiomen School Commitment Expectations

Students are expected to attend all commitments and all required Perkiomen School functions including events in the evening and on weekends. Please see the Perkiomen School and athletic calendars for all events. Day students are expected to remain on campus beginning with their first commitment through their last commitment of the day.

Commitments fall into three categories (examples of each are not an exhaustive list)

- General meetings and gatherings: morning meetings, dorm meetings, advisory, community period events
- Afternoon activities: rehearsals, practices, games
- Academic obligations: classes, speakers, scheduled conferences, structured study

Students who do not meet Perkiomen School commitments can expect grades to be impacted, restrictions in the dorm or in attending weekend activities, morning or weekend detention, or to be placed on a discipline plan. Continued patterns of missed obligations are considered repeating minor infractions – a major rules violation. The Student Life Office, not faculty and advisors, will determine if an absence is excused or unexcused.

General Meeting Attendance

Students who miss required meetings will be assigned to a morning or weekend detention and students who frequently miss required meetings will be placed on a discipline plan.

After School Program Activity Attendance

Students who miss after-school activities will be assigned morning or weekend detention and should also expect restrictions on their participation in games and events. Chronic absenteeism may result in loss of credit for after school programs, loss of a place on the team or in that activity, future participation in the program, and placement on a discipline plan.

Class Attendance

Class attendance is essential to academic success at Perkiomen School. Students who are absent are deprived of the benefit of instruction and classroom discussion and reduce the value of the investment made in a Perkiomen School education.

Students are expected to arrive on time, in dress code, and with the materials needed. Being late or unprepared for class will result in an unexcused tardy and likely will affect class grades. Students with unexcused tardies will be assigned to morning detention and chronic tardiness will result in further disciplinary responses. An unexcused tardy exceeding 20 minutes is considered an unexcused absence. Stepping out of class for an excessive amount of time or leaving the building that the class is held in without proper approval are also considered an unexcused absence.

Students who miss one or two days of school must make up their work within the next two school days.

Students who miss more than three days of work will create an academic recovery plan with the Academic Office. If students miss class for a planned activity, work should be submitted before the event. In all cases, if a student needs an academic recovery plan, they should seek assistance from the Academic Office.

Students who miss five class sessions in a single course during a term, whether excused or unexcused, should expect that there will be a significant impact on their grades.

More than five missed classes in a single course during a term will require a student and family to meet with the Academic Office to discuss academic progress, course credit, and expectations for class attendance. Students who chronically miss school will be placed on Academic Warning which may include no credit for courses. Without medical documentation, students who are chronically absent will be required to withdraw from school.

Perkiomen School-sponsored obligations (field trips, athletic contests, study leave for AP Exams, etc.), as well as absences for religious observances or documented medical leave, do not count toward the attendance requirement for academic credit.

Absences/Late Arrivals/Early Dismissal

If a student is going to be late or absent, a parent must update their attendance status in the Orah app by 8:00 a.m. Questions about attendance can be sent to attendance@perkiomen.org, or call the Perkiomen School (215-679-1153 Student Life Office or 215-541-5621 Middle School Office).

Upper School students who are late should report to the Dean of Students or the Assistant Head for Student Life. Middle School students who are late should report to the Hollenbach Middle School Center upon arrival.

Students are excused for illness and must have a doctor or parental note. Any illness longer than three days requires a doctor's note. If a student misses any part of the school day or academic commitment without a proper excuse (i.e., note from a doctor's appointment), the absence is considered unexcused. Students will still be required to attend their after-school activity though they may not be able to participate in a game or theater performance. Doctor's notes should be uploaded to the Orah app.

Parents/guardians of boarding students are not permitted to excuse their child from class due to illness unless their child is home at the time.

Personal Wellness Days

Boarding students, with parental permission, have the option of taking up to three personal wellness days each year. The Perkiomen School must receive signed parental consent for the student to participate in the Personal Wellness Day program.

- Boarding students must request a Personal Wellness Day in Orah by 8:00 p.m. the day prior. Requests are subject to approval by the Student Life Office.

- If approved, students must email their teachers to inform them of their absence, copying their advisor.
- Students are to stay in the dorm except to go to meals and must check in with the Health Center by 12:00 p.m. on their Personal Wellness Day. Students are not allowed visitors.
- Students are responsible for completing and turning in their assignments within 24 hours of the Personal Wellness Day. Students are discouraged from taking a Personal Wellness Day when they are scheduled to have an in-class assessment or presentation.
- Personal Wellness Days cannot be used consecutively (two days in a row).
- Personal Wellness Days count toward the 10-day Planned Absence maximum per year.
- Students have the option to attend after-school activities.
- No more than two students in a dorm may take a Personal Wellness Day on the same day and roommates may not take a Personal Wellness Day on the same day.

Students are expected to adhere to all school rules while observing a Personal Wellness Day. The Student Life Office reserves the discretion to revoke or suspend this privilege if there are concerns related to a student's attendance, academic standing, or conduct.

Planned Absences

Students are allowed up to a total of 10 planned absences during a school year for enrichment travel. This should be a smart, strategic decision that truly benefits the student. Planned absences include college visits, athletic commitments outside of Perkiomen School's program, family events, and travel opportunities. Routine doctor/dentist appointments should be scheduled during vacation periods or times when academic commitments will not be missed.

- A Planned Absence Form must be filled out and uploaded to a Planned Absence Pass in Orah. Planned Absence Forms can be picked up in the Student Life or Academic Offices. Students are to fill out the form with their teachers, advisor, the academic office, and college counseling or the athletic office if applicable. Once the form is complete, it can be uploaded to a Planned Absence Pass in Orah.
- Parents/guardians must approve planned absences in the Orah app.
- If the student is on academic warning or has a C- in a major subject, a planned absence may not be approved.
- Students are responsible for all academic work while they are away.

Students may request approval for additional planned absences through the Student Life Office. All planned absences count toward the attendance requirement for academic credit. Students who miss five class sessions in a single course during a term, whether excused or unexcused, should expect their grade to drop a full letter grade. Students who exceed five absences in a course must petition the Academic Office to be considered for credit.

College Visits

College visits are classified as planned absences. See further information on planned absences above.

Religious Observations

In any given year, religious holidays may coincide with scheduled school breaks. Often, however, these high holy days fall outside Perkiomen School breaks and therefore take place while classes are in session.

When students are actively engaged in observing religious holidays during the academic year, the Perkiomen School will accommodate such observances with excused absences and rescheduled assignments. Teachers are required to be mindful of major religious holidays when planning major assignments and assessments, but such assignments are given with ample time for a student to seek accommodation from the teacher or from the school. Every effort is made to keep major assignments and assessments from taking place on the day of a major observance.

It is always the responsibility of the student to keep up with assignments and to take any assessments or turn in assignments within 24 hours of the absence for religious observations. In the case of AP courses where very tight time constraints in preparation for the annual examination exist, Perkiomen School will NOT restrict teachers regarding their assignment due dates, but students may seek to reschedule assignments with their teachers.

The following religious holidays are reviewed by faculty prior to assigning work:

Rosh Hashanah
Yom Kippur
Ramadan
Eid al-Fitr
Palm Sunday, Good Friday, Easter
Passover

Inclement Weather

Perkiomen School rarely closes for snow or any other weather conditions. The school website and email will alert families to any possible closures. If weather conditions worsen after the students are in school, students will not be dismissed until the individual school districts dismiss their classes. Students who drive to school will not be permitted to leave until the Assistant Head of School for Student Life has spoken with a parent or guardian. Day students are welcome to spend the night on campus if the weather conditions are poor. If this is the case and a student wishes to spend the night, both the student and their parent must notify the Assistant Head of

School for Student Life so that proper arrangements can be made. If a day student misses class time because of inclement weather, they will not be penalized but are responsible for making up all class work missed.

Medical Leave, Administrative Leave, Voluntary Withdrawal, Communicable Disease

A leave of absence may be initiated by the Perkiomen School or requested by the student or parent/legal guardian. A physician's or mental health professional's note is required for a medical leave of absence. The Health Center will collect and approve all paperwork associated with medical leave and return from medical leave. The Perkiomen School may choose to place a student on administrative leave as it deems appropriate. The Perkiomen School must approve a student's return from any leave. Persistent absence without proper notification will be considered voluntary withdrawal. The Academic Office will coordinate with students, their parents/legal guardians, and teachers during leave and will meet with the student upon return from leave to create an academic recovery plan.

During a communicable disease outbreak, unvaccinated students may be excluded from school, boarding facilities, athletics, or other school activities when required or recommended by the Pennsylvania Department of Health, the Montgomery County Office of Public Health, or Perkiomen School based on public health guidance. Students who are excluded may be required to remain off campus until they meet the applicable criteria for returning. For boarding students, if remaining on campus is not considered safe or appropriate, parents/guardians may be required to arrange transportation home or other appropriate accommodations. Families are responsible for transportation or alternate housing costs unless otherwise determined by Perkiomen School.

Retrieval of Student from Campus

In situations where a student is required to leave campus – such as for mental health reasons, temporary withdrawal, expulsion, communicable disease outbreak, or other mandated departures – Perkiomen School may provide temporary supervision in the Health Center until the student's parent, guardian, or another responsible adult designated by the family can arrive for pickup. The student must be retrieved within forty-eight (48) hours of the family being notified of the required departure. Families are expected to make prompt arrangements to ensure timely pickup. If the student remains in Perkiomen School's temporary care beyond the forty-eight-hour period, a fee of \$1,000.00 will be charged to the student's account for each additional 24-hour period beyond the initial 48-hour timeframe. Extenuating circumstances may be reviewed on a case-by-case basis at the discretion of Perkiomen School.

Return to Campus:

- Students who previously departed for mental health reasons may return only after a mental health professional assessment and a comprehensive evaluation by Perkiomen School, taking into account student safety and an academic recovery plan.
- Students who previously departed due to temporary withdrawal, expulsion, or other disciplinary reasons may return only at the discretion of the Head of School, following an assessment of the specific circumstances, actions taken during the interim, and overall readiness for reintegration into campus life.
- Students who previously departed during a communicable disease outbreak may return to campus when they have met the return-to-campus criteria established by the appropriate

public health authorities and Perkiomen School, which may include providing documentation of clearance.

In circumstances where a day student is required to leave campus, Perkiomen School will notify both the student and the student's parent/guardian of the designated timeframe for departure. Families are expected to arrange timely transportation in accordance with this notification. If a student does not depart within the specified timeframe, or if a parent/guardian fails to pick up the student as directed, the Perkiomen School may contact local law enforcement to ensure the student's safe removal from campus.

Study Hall

Evening study hall is held every night except Friday and Saturday. During the evening, students study in their rooms with doors open. Students study at their desks and may not visit other rooms during study hall without the permission of the faculty on duty. Any communications (cell phones, texting, etc.) unrelated to academic work are unacceptable.

Students who are not in good academic standing will have an Academic Recovery Plan which may include modified study hall guidelines. Regular study hall hours:

Middle School Study Hall	7:30 p.m. – 9:00 p.m.
Upper School Study Hall	8:00 p.m. – 10:00 p.m.

Students in good academic standing may request permission from their dorm parent to go to an open area on campus such as the library, student center, or athletic center. A weekly schedule of evening hours is sent out. A signed pass is required to go and upon return.

Technology

Personal technology devices are a powerful tool in a learning environment. They provide a myriad of resources to community members. When using technology, students are expected to adhere to common sense; ensure that their use of technology does not purposefully or carelessly impede anyone else's ability to use technology or become a distraction in the classroom; and to obey all relevant laws, regulations, and the Perkiomen School's Acceptable Use Policy, set forth in the next section below.

Students are encouraged to use mobile and/or smart phones responsibly and with respect toward our academic community. Your phone conversation should not impact those around you and when in public places (Parents Hall, Carnegie Library, Student Center, etc.), you should move to a more private location when speaking on your phone. We require Perkiomen School students to register their phone number with the Assistant Head of School for Student Life. The Perkiomen School's internet will be off from 12:00 a.m. – 5:00 a.m. EST each day.

Students are required to use the user@perkiomen.org email address assigned to them and check their email daily, as it is our primary form of communication for important messages, alerts, and updates. In addition, faculty expect student emails to originate with a Perkiomen School address.

Students are required to install the Orah app on their devices and to use it for checking on and off campus, to sign up for weekend activities, to keep acknowledgements and paperwork up to date,

and other requirements as instructed.

Acceptable Use Policy

For purposes of this Policy, Perkiomen School owned or issued technology resources (“School technology resources”) shall mean:

1. All networks, servers and telecommunications systems maintained or operated by the Perkiomen School, whether accessed by Perkiomen School-owned devices or an individual’s personal device;
2. All Perkiomen School-owned or issued resources and electronic devices, defined for the purposes of this Policy as all objects, machines, or pieces of equipment that can take photographs; that can record, store, transmit, receive, reproduce, initiate, or display audio or video data, calls, messages, images, or any other form(s) of communication or data transfer; or that can connect to the internet. This definition includes all devices with voice, data, text, and/or navigation capabilities, devices that can be remotely or autonomously operated, those that perform word processing functions, and those that support computer and online applications (apps);
3. All web-based and cloud-based storage whether accessed by Perkiomen School-owned devices or an individual’s personal device; and
4. Web and cloud-based applications provided by the Perkiomen School through a third party, whether accessed by Perkiomen School-owned devices or an individual’s personal device.

The use of School technology resources is a privilege, not a right, and may be revoked temporarily or permanently at any time for abuse conduct or violation of the terms outlined in this Policy. Users of School technology resources may be required, as a condition of being given access to such resources, to sign an Acknowledgment of this Policy.

The following uses of School technology resources are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Stealing, using or sharing someone’s password without authorization
- Copying, pirating, or downloading software or electronic files without permission
- Sending or posting confidential material or proprietary information of Perkiomen School
- Violating copyright law
- Sending or posting messages or material that could damage Perkiomen School’s image or reputation or disparage another organization’s products or services
- Sending or posting messages that defame or slander individuals or invade their privacy
- Participating in the viewing or exchange of obscene materials
- Sexting, even if consensual
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Jeopardizing the security of Perkiomen School’s electronic communications system

- Passing off personal views as representing those of Perkiomen School
- Sending anonymous email messages
- Engaging in other illegal activities online

Perkiomen School issued devices shall be used primarily for academics, Perkiomen School employment, or approved educational-related activities only. Limited incidental personal use of Perkiomen School issued devices is permitted, so long as such use otherwise complies with this Policy.

Each user is responsible for safeguarding the usernames and passwords they use to access School technology resources. Users are prohibited from sharing their individual login information with other users. If login information is issued to a group of authorized users (for example, if employees are provided the password for staff-only wi-fi), authorized users are prohibited from sharing that login information with any unauthorized individuals.

The Perkiomen School reserves the right to prevent unauthorized, inappropriate or illegal use of School technology resources, including through the individualized search of School technology resources when the Perkiomen School has reasonable suspicion that a user has violated the terms of this Policy, and to administer appropriate discipline to users who violate this Policy.

Discipline may include, but is not limited to, usage restrictions, loss of access privileges, suspension, withdrawal, expulsion, termination, restitution, referral to law enforcement, and/or any applicable consequence outlined herein, as appropriate under the circumstances.

Users of School technology resources shall have no expectation that their activity on the Perkiomen School network, including files, communications, and internet activity, will be private, regardless of whether activity takes place on or away from Perkiomen School property. Files, communications, and internet activity on School technology resources are subject to review and may be deleted without notice.

The Perkiomen School has the ability to collect, track and store data which identify technology devices using and communicating over and through the Perkiomen School's network and other School technology resources. The Perkiomen School reserves the right to utilize such data for troubleshooting and lawful investigative purposes. The Perkiomen School will fully cooperate with local, state and federal officials in any investigation concerning or related to alleged illegal activities of any individuals misusing School technology resources.

The availability of information on School technology resources does not imply endorsement by the Perkiomen School of such content, nor does the Perkiomen School guarantee the accuracy of such content.

The Perkiomen School shall not be responsible for any information lost, damaged or unavailable while using School technology resources or for any charges or fees resulting from such use.

Cell Phone Policy

Perkiomen School encourages students to develop responsible and self-regulated technology habits. During the academic day, cell phones must remain put away in academic spaces, including classrooms, hallways, and bathrooms, and may not be used as a substitute for the permitted iPad. Phones may be used respectfully in non-academic settings, and access to devices for emergencies and appropriate support is maintained. Smart glasses are not permitted on campus at any time. Students are expected to follow these guidelines and use technology in ways that support their academic success, personal well-being, and engagement with the Perkiomen community.

Social Media

Perkiomen School encourages students to carefully review the privacy settings on any social media and networking sites they use (including but not limited to Instagram, Snapchat, Facebook, Thread, X (formerly Twitter), TikTok, LinkedIn, WeChat, etc.), and exercise common sense and good judgement when posting content and information on such sites. If identifying oneself as a member of the Perkiomen School community, the expectation is that one's online presence would mirror their campus presence with regard to the Moral and Ethical Standards addressed in this handbook. There may be disciplinary action for students, faculty, or staff who do not abide by these policies.

Students are encouraged to follow Perkiomen School's official social media accounts.

If a student, student organization, or faculty member desires to create a social media account associated with Perkiomen School and/or any part of the Perkiomen School brand including but not limited to name, mascot, organization, or campus, it must first be approved by the Director of Marketing and Communications by way of written proposal. Perkiomen School does not endorse separate accounts for individual athletic teams, clubs, or activities. Team pages are to be managed by the institution.

All existing accounts will be regularly evaluated for purpose, tone, and audience. Any account affiliated with Perkiomen School must register the login and password information with the Director of Marketing and Communications. At any time, comments, images, and text may be removed or subject to removal from any social media account if deemed inappropriate or in violation of Perkiomen School's policies, at the discretion of the Director of Marketing and Communications.

There may be disciplinary action for students, faculty, or staff who do not abide by these policies. Further details on creation and maintaining of Official Perkiomen School accounts can be found in the Social Media Guidelines document available from the Director of Marketing and Communications.

Advisory Program

Each student is paired with a faculty advisor, with whom they will meet regularly—daily or weekly—to discuss personal or academic matters, as well as broader school-related topics. Advisors are available to support students with a variety of concerns, and students are also welcome to seek guidance from any faculty member they feel comfortable approaching.

Advisors serve as the primary point of contact for parents and are available to communicate at any time during the school year. Additionally, they provide comments on each student's grade report at the end of every term.

Weekend Activities

The Student Life Office offers many activities both on and off campus every weekend. Students can sign up for trips using the Orah app. Student suggestions are always welcome, and the Student Life Office tries to accommodate all requests. When you sign up for a trip, please be sure to arrive on time so the trip can leave as scheduled. Tickets, transportation, and other costs associated with weekend activities will be billed to student accounts.

Perkiomen School Sponsored Trips and Field Trips

Perkiomen School-sponsored trips and field trips for academic, athletic, and social reasons are integral to the campus experience at Perkiomen School. All trips are vetted in advance for the nature of the activities, timing, location, transportation methods, supervision, and any potential hazards. Student safety and well-being are of the utmost importance, and all field trips are undertaken with a focus on appropriate levels of supervision and management of student groups. The student is fully informed of the trip details in a transparent manner prior to the event.

When students are on any school-sponsored trip or field trip, they are governed by, and must comply with, all school rules and the direction of the faculty or staff in charge. They are also responsible for their assignments including those assignments due while they are on the trip as well as those given in the class they are missing while on the trip. All school rules apply on any school-sponsored trip or field trip or while a student is participating in a school-sponsored program. Students are also expected to follow dress code requirements for all trips off campus unless otherwise instructed by staff members.

All students participating in school-sponsored trips or field trips are required to have updated health forms, emergency contact information, allergies, and other special needs or conditions filled out in Magnus, the online health system.

Below are examples of typical trips that Perkiomen School students might take, however the list is not necessarily all encompassing:

- Athletics competitions
- Amusement parks
- Baseball games
- Shopping malls
- Food stores
- Museums
- Hiking/Kayaking
- City Trips – walking and shopping
- Historic Day Trips – Gettysburg for ex.
- Field trips associated with a particular class

If there are any trips that fall outside of the typical parameters listed above or may contain increased perceived risks (overnight trips or weekend ski trip to Vermont for example), the

faculty or staff member offering the trip may coordinate additional permission forms with the Student Life Office.

By virtue of enrolling their child at Perkiomen School and/or the student's voluntary participation on a particular athletic team or with a particular extracurricular activity, parents and guardians have granted permission for their child to attend these school-sponsored trips or field trips, including all associated means of travel. If a parent or guardian does not want their child to attend or participate in a particular field trip, the parent or guardian has the obligation to advise the Perkiomen School's Student Life Office, in writing, of their position sufficiently in advance of the start of the trip so that arrangements can be made.

Pets

Perkiomen School is a pet-friendly campus. For faculty and staff members with pets, many times the interaction between their pets, students, and other faculty and staff members contributes positively to the sense of community on campus.

For some students, pets are not beneficial to their health or well-being. If you are concerned with a pet's presence on campus or in a specific classroom, please inform the CFO. Students are not permitted to have pets, including emotional support animals, on campus and are not allowed to keep animals in their dorm rooms.

Residential Life

Dormitory Rooms

All dormitory rooms provide a bed, bureau, desk, closet, and safe for each student. Safes are provided to give the students an area in which to secure their personal belongings, and we strongly encourage students to use their safes and to not share their codes with other students. A refrigerator may be brought from home, and other furniture is neither necessary nor allowed. The following are not permitted: air conditioners, candles/incense, coffee makers, hot pots/hot plates, halogen lamps/bulbs, LED strip lights, microwaves, toasters or toaster ovens, wireless router/access point, additional locks. Storing food in dorm rooms is discouraged. Any food should be in a small clear plastic container. Please do not put food in bureau or desk drawers. Other types of cooking items (rice cooker, blenders, etc.) should be kept in the kitchen area or common area in each dorm and should always be kept clean.

Students may use only Command products (strips, hooks) to hang anything in their rooms. There should be nothing placed on any dormitory door. Cleanliness of your closet is as important as that of your room, and locks are not permitted on the doors. Window screens are not to be loosened or taken off for any purpose. All lights should be turned off when leaving the room. Students are responsible for the care of their personal property, dormitory room, and equipment.

Insurance

The Perkiomen School assumes neither responsibility nor liability for the loss of personal property. Parents who desire to have insurance placed on their child's effects should consult their insurance agent as the school does not carry fire or theft insurance on student's personal property. Valuable jewelry and large sums of money should not be brought to school. All dormitory rooms provide a personal safe to give the students an area in which to secure their personal belongings. We prohibit the sharing of personal credit card information with other students, ordering items for other students, or students loaning each other money. Sharing of such information can lead to disciplinary consequences.

Room Safety and Room Check

Students are expected to keep their rooms neat and clean. Students are present for daily room inspection and at that time rooms are to be cleaned, waste baskets emptied, closets in order, beds made, and desks cleaned. Any type of open flame such as a candle, incense, cigarette, lighter, or lighter fluids in any building are strictly prohibited and considered a violation of Major School Rules. Please note that the use of any type of aerosol can (Lysol, etc.) is strictly prohibited as the fumes will set off the building-wide fire alarm, and if a student does set off a fire alarm under these conditions, he/she will be charged a fine of \$500.00.

Check-In/Check-Out Procedures

Boarding students must carefully check their room condition sheets on Registration Day because they will be charged for any damage not indicated on the form when it is time to check out.

Permission to Leave on Weekends

Boarding students wishing to leave campus for the weekend must submit a request in Orah by 12:00 p.m. on the Wednesday before the requested weekend. Written permission, using

Perkiomen School's required form, must be submitted by 12:00 p.m. on Thursday in Orah—from parents of students going home or off campus and from families hosting a boarding student. Deadlines may be adjusted for long weekends and other calendar changes. Perkiomen School is not responsible for students while off campus or in the care of a third party on weekends or holidays.

The Perkiomen School reserves the right to modify or deny a student's weekend permission because of commitments at school (athletic, arts or academic), disciplinary status, or failure to follow leave procedures. Boarding students are to return from weekends by 7:00 p.m. When boarding students return from the weekend, they are to check in with the faculty member on duty in their dormitory. Students returning from the weekend before 7:00 p.m. Sunday evening are to sign back in with the Administrator on Duty. If a student does not return on time or a procedure is violated, permission for the next requested weekend may be denied.

Students' travel to and from the Perkiomen School is the responsibility of their parents or guardians. If a parent arranges or grants permission to allow their child to travel with another student, the Perkiomen School permits the arrangement but takes no responsibility for the student's travel. Students who have left for the weekend are not to be on campus once they have signed out. If they return, they must check in immediately with the Administrator on Duty.

Weekend Schedule and Procedures

Students are to follow the procedures outlined below:

Friday evening:

5:30 p.m. – 6:30 p.m.	Dinner
6:30 p.m. – 8:00 p.m.	Middle School students may sign out/sign in
6:30 p.m. – 9:00 p.m.	Upper School students may sign out/sign in
9:00 p.m.	Middle School students return to dorm
10:00 p.m.	Upper School students return to dorm
10:00 p.m.	Middle School lights out
11:00 p.m.	Upper School lights out

Saturday:

11:00 a.m. – 12:00 p.m.	Brunch
12:00 p.m.	Required dorm parent check in by this time
12:00 p.m. – 5:30 p.m.	Sign out/Sign in
5:30 p.m. – 6:30 p.m.	Dinner
6:30 p.m. – 8:00 p.m.	Middle School students may sign out/sign in
6:30 p.m. – 9:00 p.m.	Upper School students may sign out/sign in
9:00 p.m.	Middle School students return to dorm
10:00 p.m.	Upper School students return to dorm
10:00 p.m.	Middle School lights out
11:00 p.m.	Upper School lights out

Sunday:

11:00 a.m. – 12:00 p.m.	Brunch
12:00 p.m.	Required dorm parent check in by this time
12:00 p.m. – 5:30 p.m.	Sign out/Sign in
5:30 p.m. – 6:30 p.m.	Dinner
6:30 p.m. – 7:30 p.m.	Upper School students may sign out/sign in
7:00 p.m.	Return to campus if signed out for the weekend
7:30 p.m. – 9:00 p.m.	Middle School study hall
7:30 p.m.	Dorm meetings
8:00 p.m. – 10:00 p.m.	Upper School study hall
9:30 p.m.	Middle School lights out
10:30 p.m.	Underclass lights out
11:00 p.m.	Senior lights out

Students must sign out/sign in, in person, using the iPad kiosk. Students that sign off campus to walk into town are not allowed in a car. Trips off campus in a car must follow Permission to Leave on Weekends procedures. Students should remember that all school rules apply while walking off campus to local areas.

Day students on campus on weekends must check in with the AOD and are expected to follow the above schedules.

At lights out, students are expected to be in their rooms and settled. Students should plan showers, snacks, etc. before lights out. Lights out also means that devices are to be off and not used after that time. Leaving the dormitory after lights out is a Major Rules violation.

Laundry

Washers and dryers are provided in all dormitories and require a laundry card. Cards can be purchased and loaded at the machine in the Student Center. The clean cash laundry app can also be downloaded to operate machines right from the student's cell phone.

Food Delivery

Food delivery to campus from local restaurants is a privilege for students. Please always arrange for contactless delivery with the address as 468 Second Street, Pennsburg (outside Kolbe Hall). Be prompt in picking up your deliveries. Please remember that delivery drivers are not to enter any school building.

Food delivery is not permitted during the academic day, after school activities, or after lights out. Food delivery during study hall is permitted with the permission of the dorm parent on duty.

The dining hall provides nutritious meals daily, so outside food deliveries should be limited and not used to replace regular dining hall meals.

Boarding Student Mail

Boarding student mail and packages will be sorted and available for pick up in the Student

Center during designated times. Perkiomen School reserves the right to inspect any items that come to campus, including packages and U.S. mail.

To facilitate the distribution of mail, please have the mail addressed in the following manner:

Student's Name
Perkiomen School
451 Second Street
Pennsburg, PA 18073

Boarding Student Storage and Belongings

Summer storage is provided for returning underclass boarding students (who have their enrollment contracts and deposit to the Admission Office) through the Student Life Office. Parents will receive information regarding procedures for summer storage in May. A standard fee of \$275.00 will be charged for summer storage for up to eight standard sized boxes or equivalent items (for example mini refrigerator or shoe rack). Any additional boxes must be approved and will cost an additional \$35.00 per box.

Students not returning the following year and graduating students are expected to take their belongings on move-out day unless they have signed up for a moving service. In that case, all belongings must be boxed and labeled according to company instructions. Students who have withdrawn mid-year are expected to collect all belongings within 30 days of their withdrawal date. More than 30 days after the withdrawal date, all belongings will be considered abandoned and will be donated, recycled, or thrown away.

Transportation

Transportation from Public Schools

Under provisions set forth by Act 372, the Commonwealth of Pennsylvania provides transportation from certain school districts to Perkiomen School. Parents should inform the Student Life Office of their needs and complete the appropriate school district form by June 28 each year. Every school district has its own guidelines regarding transportation. Parents should discuss transportation details with their home school district. All bus transportation should drop-off and pick-up at the Campus Arrival Circle.

Transportation for Boarding Students

The Perkiomen School will assist students and arrange transportation for weekends and school breaks to bus and train stations, as well as Philadelphia International Airport (PHL), Newark Liberty International Airport (EWR), and John F. Kennedy International Airport (JFK). All fees for transportation are billed to the student's incidental account and will vary depending on the trip and the number of students sharing a trip. When a faculty member is available, families may arrange with them to provide transportation to the airport. A fee will be charged to the student's incidental account to compensate the faculty member. Families may choose to arrange transportation themselves. The decision to use an alternative option rests exclusively with each family. Families are strongly encouraged to review these services' operating policies and safety records prior to student use. Perkiomen School does not have a relationship or program with any ridesharing services and will not screen, monitor, or otherwise review or assess the safety of any ridesharing service or any ridesharing driver or vehicle. For any transportation option – Perkiomen School arranged car service, faculty driver, or family arranged transportation – students must complete a request in Orah.

Traffic to each destination varies every day. The Perkiomen School allows three hours travel time to John F. Kennedy International Airport, two and one half hours travel time to Newark Liberty International Airport, and two hours to Philadelphia International Airport. Please do not schedule departures from JFK before 11:00 a.m. or EWR and PHL before 10:00 a.m. Return trips to Perkiomen School should be scheduled for as early in the day as possible. Flights arriving in the evening (after 7:00 p.m.) will delay arrival on campus until very late evening. Campus arrivals after 11:00 p.m. or before 6:00 a.m. will incur an after-hours fee of \$500.00.

The Perkiomen School calendar is published well in advance so that tickets may be purchased ahead of time for the school vacation periods. Students must request transportation for school breaks in a timely manner or there will be a \$75.00 late fee added per instance.

Important Dates for Transportation:

Fall, Winter, and Spring Break: Consult the school calendar as each break begins at the conclusion of obligations that specific day. Refer to the calendar for details on dates and times to return to campus. Fall, Winter, and Spring Break forms in Orah including requests for transportation must be made by the date listed on the calendar or be assessed a \$75.00 late fee per instance for boarding students.

Please consult the school calendar for specific end of year dates for Middle School, Upperclass

Upper School, and Graduating Class. End of year forms in Orah including requests for transportation must be made by the specific deadline listed on the school calendar, or may be assessed a \$75.00 late fee for boarding students.

Cars and Driving Policies

It is a privilege for students to drive to school. All vehicles are under the jurisdiction of the school while on campus. Cars must be registered with the school and parked in assigned areas. Students cannot register two or three-wheeled vehicles (motorcycles, scooters, trikes, etc.). Students should be aware that their vehicles may be subject to search and will be jointly accessible to the student and school officials when on campus. The campus speed limit is 15 mph as is the speed limit in the Seminary Street school zone, from 7:00 a.m. – 10:30 p.m.

Students with a valid license may use their private motor vehicles for transportation to and from school. All cars need to be registered with the Assistant Head of School for Student Life, parents must complete a permission form, and students must correctly complete a quiz before a car is allowed on campus. Day students are to obtain a parking permit (\$100.00 annual fee pro-rated by trimester) from the Assistant Head of School for Student Life, and this permit is to be placed in the vehicle where it can be easily seen. Boarding student vehicles are to be registered with the Assistant Head of School for Student Life and require a parking permit (\$200.00 annual fee pro-rated by trimester) placed in the vehicle.

Students may not use their vehicles during the day and are expected to park in their assigned parking spaces. This is the parking space that is to be used anytime a student is on campus whether it be for the academic day, after school sports, play practice, athletic events, etc. The student's vehicle is to remain in the parking area until the student is ready to leave school for the day. Students are restricted from this parking area during the day, and all cars are to be locked, with the exception of briefly visiting the car between the academic day and after school activities to switch supplies and athletic equipment.

Boarding students who bring vehicles to campus are required to complete and submit a permission form. All boarding students must park only in their designated parking spaces. Vehicles must remain locked at all times and may not be accessed except at the time of an approved departure.

All drivers with appropriate permission during designated times may use their vehicles to go home, go to club sports, or attend religious services. Students in the graduating class, with appropriate permission during designated times, may also use their vehicles to run errands and for social outings.

Any student with a car on campus may not transport any other students (boarding or day) in their cars without the proper permission. There must be permission from that student's parents as well as from the driver's parents and from the Assistant Head for Student Life. Students who abuse the privilege of having a car on campus will have their car permission revoked for the remainder of the school year. Any student in possession or use of an unauthorized motor vehicle, on campus, or off campus in the surrounding area, is considered a violation of Major School Rules.

Day Student Lockers

All Upper School day students may request a locker in the student locker room in the lower level of Kriebel Hall. Middle School students receive a locker in the Hollenbach Middle School. The Perkiomen School does provide locks that are to remain on each locker. There will be a \$10.00 fee charged if the Perkiomen School lock is lost or not on the locker at the end of the school year. Lockers are to be kept neat and clean and are not permitted to have anything hanging on the outside or inside of the doors. Students should be aware that their assigned locker will be jointly accessible to the student and Perkiomen School officials.

Day Students Staying on Campus/Overnight Stays

Day students are welcome to stay overnight provided there is room in the dormitories. If a day student would like to stay overnight, they should contact the Student Life Office. Students will be responsible for bringing bedding and any necessary items. They are also responsible for leaving the room clean. There is a nominal fee of \$25.00 per night for overnight stays.

Academics

Graduation Requirements

Graduation requires a minimum of 60 course credits across the following:

- English – 12 credits
- History and Social Sciences – 9 credits
- Science – 9 credits
- Mathematics – 9 credits
- World Languages – 6 credits
- Visual and Performing Arts – 3 credits
- Choice – 12 credits

Each student at Perkiomen School is required to carry five major courses. Perkiomen School offers four cutting-edge Institutes that enhance and strengthen the student experience. Please refer to the Course Catalog for more information on classes.

Honor Pledge

All students must adhere to the following Honor Pledge: I uphold the principle and goal of academic integrity. On my honor, this work is my own. I have neither given nor received any unauthorized assistance in this assignment.

This pledge will be written out and signed on all tests, exams, and papers prior to submission for assessment. A shortened version of “On my honor, this work is my own” may be written out and signed if a teacher prefers.

Academic Honesty and Integrity

Teaching and promoting academic honesty and originality is a three-way partnership among the school, the family, and the student. Perkiomen School believes that mutual trust is the cornerstone of its program and any violation of this trust is a serious disciplinary matter. Any act that compromises the academic integrity of an assessment or grade report is considered a violation of the Honor Pledge. Such acts could include those defined below: Academic Dishonesty, Cheating, Facilitating Academic Dishonesty, or Plagiarism. Failure to comply with instructions of faculty and staff related to when and where assessments should be taken and with what assistance may also be a violation of these rules. Compromised academic integrity may result in an academic penalty, Academic Warning status, loss of leadership privileges, and/or a disciplinary response.

- Academic Dishonesty: refers to forms of cheating and plagiarism that result in students giving or receiving unauthorized assistance (including the unauthorized use of Artificial Intelligence) in an academic exercise or receiving credit for work which is not their own.
- Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term “academic exercise” includes all forms of work submitted for credit.

- Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another to violate academic integrity.
- Plagiarism: the deliberate adoption or reproduction of ideas, data, language, or statements of another person as one's own without proper acknowledgement.

Any violation of the Honor Pledge is a Major Rules violation. This will require immediate referral to the Associate Head of School and will receive appropriate disciplinary action up to and including Mandatory Required Withdrawal. Students in violation of the Honor Pledge should assume there will be loss of any current and/or future leadership position and/or membership in Cum Laude Society. In all situations, Perkiomen School expects students to use good judgment and act with common sense.

Honor Recognition

Each grading cycle, Perkiomen School recognizes excellent academic achievement.

Honor Roll:

- High Honors is awarded to students who earn all "A" grades
- Honors is awarded to students who earn no grade below an "A-"
- Honorable Mention is awarded to students who earn grades A, A- and no more than one B+

Academic Keys: At the end of each school year, academic keys recognize consistent performance over the course of the year.

- Gold keys are awarded to students who earn High Honors five out of six grading cycles
- Silver Keys are awarded to students who earn at least Honors five out of six grading cycles
- Bronze Keys are awarded to students who earn Honors at least three out of six grading cycles

Cum Laude Society

In 2010, Perkiomen School was granted a membership charter for the Cum Laude Society. This honor is due to the hard work and scholarly achievement of our students and the teachers who help them grow into powerful learners. The Perkiomen School chapter of the Cum Laude Society will recognize juniors and seniors who have reached the highest levels of academic achievement among their peers. Selection of more challenging courses in the higher grades, including AP courses, will be taken into consideration when evaluating academic achievement.

Schools are limited by the Cum Laude Society to elect up to 20% of the Senior Class (half may be elected during junior year). It is also expected that students who meet these qualifications will embody good character, honor, and integrity.

Mission of the Cum Laude Society – the Cum Laude Society recognizes academic achievement in secondary schools for the purpose of promoting excellence (Areté), justice (Diké) and honor (Timé). The Cum Laude Society is made up of some of the finest independent schools in the United States. In District II, members include: Episcopal Academy, Moravian, The Hill School,

Mercersburg, Germantown Academy, Peddie, Blair, and Lawrenceville. Membership in Cum Laude is based upon academic achievement and denotes a student and a school with a demonstrated commitment to academic excellence.

Conference Period Procedures

A formal conference period is scheduled daily in the morning. Conferences may be called by a teacher – and are required of any student whose performance does not meet class or school expectations because of inadequate preparation, class absence, or other academic deficiency – or they may be arranged by a student voluntarily for extra help. Conferences that are called by a teacher automatically become “required academic commitments,” the same as regular class period. These conference commitments take precedence over all other obligations, except scheduled competitions. In the event of a scheduled competition for the teacher or for the student, the conference will be held at the soonest available conference or another available period. When conferences are sought voluntarily by the student, it is his/her obligation to make the arrangements necessary ahead of time to ensure the faculty member is available and, once confirmed, the conference becomes a “required academic commitment.” Every member of the faculty also has posted “office hours” when they are available during the academic day for conference time with students.

Homework

Each upper school student should expect no more than 30 minutes of homework per course each evening (total max two hours). Some evenings there will be less. If a student is spending more time than this on a consistent basis, the students, parents, and faculty members should communicate. It is important to note that for honors or AP classes, the expectation will be higher. Homework could be 45 minutes per course, per night. Teachers will review the work in a timely fashion and offer assessments when appropriate in the unit of study.

Each middle school student should expect about 20 minutes of homework per course each evening.

AP Exams

Students enrolled in Advanced Placement courses are required to sit for the national exam in May. AP courses end in an examination, or in the case of the arts, a portfolio of work. The examination or portfolio is an integral part of an AP course and its final focus. Students are expected to take a serious approach, and the completion of the exam is expected of all students. An unexcused absence from the exam could jeopardize the student’s ability to receive credit for the AP course, and for seniors, colleges will be notified if there is a transcript change. Inappropriate exam conduct may lead to disciplinary action and to disqualification from future AP courses. Students with extenuating circumstances should see the Associate Head of School with any questions or concerns. Student accounts will be charged an AP exam fee closer to testing day.

Academic Warning and Academic Final Warning

The purpose of Academic Warning and Academic Final Warning is to provide structured intervention and support to students who are struggling to meet the minimum academic expectations at Perkiomen School. Our goal is to identify challenges early, implement

appropriate support, and minimize any negative impact on a student's transcript. We recognize that many factors can influence academic performance, and all relevant information known to the Perkiomen School will be considered when determining the appropriate course of action. In all cases, the Associate Head of School makes the final decision regarding academic standing.

Academic Recovery Plan: If a student falls behind in their schoolwork, the Academic Office will work with the student, advisor, and faculty members to create an Academic Recovery Plan. The plan may include regular check-ins, completion deadlines, required conference periods, school day study halls, or assigned library study hall.

Academic Warning: A student may be placed on academic warning when any one of the following criteria is met:

- Grades below a C- in two or more subjects at the end of the midterm or term
- Failing grade in one or two more subjects at the end of term

Students placed on Academic Warning will create an Academic Recovery Plan designed to support and structure their academic improvement. Interventions may include weekly meetings with an advisor and required afternoon study halls in lieu of afternoon athletics or other activities.

Academic Final Warning: A student who remains on academic warning for two consecutive terms will have their classroom records reviewed at the end of the term to ensure sufficient academic progress and a genuine effort to improve. If adequate progress is not being made, that student may be placed on Academic Probation. Continued enrollment at Perkiomen School depends on both effort and progress, and the Perkiomen School reserves the right to require withdrawal if a student's academic performance and/or effort is deemed insufficient. All students, regardless of status, are evaluated at the end of each academic year. If the Perkiomen School determines that a student is no longer aligned with its mission, their offer of re-enrollment may be rescinded.

Student Records – Transcripts

When a current student requests an official transcript, the first 20 transcripts are furnished by the Registrar without charge. If additional copies are needed, there is a charge of \$10.00 per transcript payable before the transcript can be sent, plus postage if expedited and applicable.

Official transcripts are released directly to schools and colleges only. Unofficial transcripts are released to families. For alumni of the school, transcripts will be furnished by the Registrar for a nominal fee of \$10.00 each plus postage if expedited. Notes: No transcript or other academic records shall be released until all contractual and financial obligations are met. To receive or forward transcripts, official or unofficial, the student's school account must be current. Official copies of transcripts are available for students and alumni (fees may apply). Unofficial transcripts carry no charge. In ALL cases, requests should be made as early as possible. Priority is given to those in the college admission process.

Parental Rights regarding the Education Record (inclusive of disciplinary records maintained by

the Assistant Head of School for Student Life's Office):

These rights apply to custodial and non-custodial parents unless rights have been revoked by state statute or court order. With the written request to the Associate Head of School, parents have the right to inspect and review their child's education records (while the child is less than 18 years old). Once a student attains the age of 18, parents have access to their child's record only if the student is still considered "dependent" under IRS guidelines. After "dependency" ceases, parents no longer have access to their child's education record without written consent from the student.

Carnegie Library and The Nallo Center

Perkiomen School's libraries are at the heart of our academic program, providing both intellectual and physical access to information. We support learning through creative information literacy instruction, engaging literacy programs such as book clubs and reading challenges, and carefully curated collections informed by professional expertise. The library collection fosters academic research, personal exploration, and recreational reading alike. The collection of electronic resources includes subscription databases and a digital library of downloadable eBooks and audiobooks available anywhere, anytime. Our online catalog, Destiny Discover, provides 24-7 access to records of all our holdings. Millions of volumes from libraries throughout Pennsylvania are available through Inter-library Loan. Books must be properly checked out before they are taken out of the library; if they are not on reserve, books may be kept for four weeks and may be renewed. Late fines are not assessed but patrons may be charged to replace lost or damaged books. Student and teacher input into collection development is highly encouraged.

Carnegie Library is open for unlimited use during the day, and all school community members are welcome and encouraged to use the space and resources. The library is open Monday through Friday from 8:00 a.m. to 4:00 p.m., Monday through Thursday evenings from 7:00 p.m. to 10:00 p.m. Weekend hours vary. There are spaces available to accommodate group work and individual study. Please give appropriate courtesy to students using the library to study.

The Nallo Center in the Hollenbach Middle School houses a collection of resources to support curricular and recreational information needs of Middle School students. The Nallo Center serves as a gathering place for Middle School students and faculty and is accessible to students during the academic day.

Innovation Center

The Innovation Center is home to the Entrepreneur and Artificial Intelligence Institutes at Perkiomen School. Located on the ground floor of Carnegie Library, it contains a diverse set of resources for students to explore and realize their dreams and visions. Resources include a computer lab equipped with software supporting digital design, videography, multiple coding platforms, architecture, engineering, virtual reality generation, and 3D modeling. The center also includes a boardroom, kitchen, small group meeting spaces, a suite of both additive and subtractive manufacturing machines, diverse sets of hand tools, and electronic devices as part of significant rapid prototyping capabilities. The Innovation Center and its resources are available to all Perkiomen School students and faculty for use in all areas of our community.

As with the rest of the Carnegie Library, the Innovation Center is open Monday through Friday from 8:00 a.m. to 3:15 p.m. (until 5:00 p.m. during the winter and spring terms). Evening and weekend hours depend upon staffing.

The Writing Center

The Writing Center celebrates the art of writing and empowers students to express themselves with clarity and confidence. We believe that everyone is a writer, and all writers – from novice to advanced – benefit from having their work reviewed in a welcoming, one-on-one environment. At Perkiomen School, students of all grades and abilities reflect on their work, build skills, and grow as effective communicators under the guidance of Student Writing Fellows. Moreover, students are encouraged to create and share their work through campus-wide contests and workshops that promote a community of creative, college-ready writers.

Athletics and After School Programs

Mission

Athletics at Perkiomen School are offered as part of the co-curricular student experience. Participating in athletics gives students the chance to develop leadership skills, strengthen communication, and learn how to work effectively with others. Perkiomen School is committed to providing an athletic environment that emphasizes hard work and character development, promotes teamwork and sportsmanship, and allows our students to risk becoming their best.

Requirements

All students are expected to take part in an after-school activity each trimester. Additionally, every student must participate in at least one interscholastic team sport or another physically active program during the school year. Activities run from 3:15 p.m. – 5:30 p.m. each day. Middle School students are required to participate in the after-school activities program which includes Middle School Intramurals (fall and spring), interscholastic basketball (winter term only), some upper school athletic programs, theatre (fall term), and the winter musical (winter term). Sports for Middle School students are from 3:15 p.m. – 4:45 p.m. each day.

Sportsmanship and Conduct

When home athletic contests are held in the Hollenbach Athletic Center or on campus fields, you are encouraged to attend and support your school and classmates. Visiting teams, spectators, and officials are guests of Perkiomen School and should be treated with courtesy. Players and coaches are expected to compete fairly, follow the rules, respect officials' decisions, and show respect to opponents. Fans and spectators are also expected to follow the Athletic Code of Conduct. Spectators must remain in designated areas and should not be on the sidelines or close enough to interfere with the coaches or players. Anyone displaying unsportsmanlike behavior may be asked to leave by a staff member or official, and all requests must be followed.

Athletic Code of Conduct

All athletic participants, at all levels, as well as coaches, parents, fans, and visitors, are expected to adhere to the Perkiomen School Athletic Code of Conduct. Panther athletes and their supporters are expected to represent Perkiomen School with integrity, graciousness, and a commitment to being their best selves. The Athletic Code of Conduct in its entirety can be found here: [Athletic Code of Conduct](#)

Zero Tolerance Policy

Perkiomen School has zero tolerance for any racist, sexist, religious intolerance, homophobic, transphobic, or discriminatory behavior. Spectators or student supporters who engage in any discriminatory behavior will be asked to leave the venue and may lose their right to attend future athletic events on Perkiomen School's campus. Student-athletes who engage in such behavior will be disciplined by the Athletic Department and by Perkiomen School.

Ejection from Games

Perkiomen School players will be governed by the National Federation of High Schools rules for player/coach ejections. Those organizations state that the person involved will be ejected for the remainder of the contest and the next contest.

Dress for Practice, Weight Room, and Athletic Travel

Students participating in sports or other physical activities after school wear a practice uniform each day. Perkiomen School shorts and gray t-shirts, along with the Perkiomen School warm-up suit, may be purchased at Fritz Family Store located in the student center. While traveling to away contests, players must wear their game uniform and/or Perkiomen School warm-up suit. If neither is appropriate, the team is to travel in Monday formal dress.

The weight room in Hollenbach Athletic Center has a dress code, including shorts down to the mid-thigh, t-shirts, and appropriate footwear (sneakers). Crocs, slides, and similar shoes are not permitted in the weight room. Students not in dress code will be asked to leave the weight room.

Students participating in practices on campus are expected to wear Perkiomen School attire. Students traveling for away games are expected to travel in their team uniforms or other Perkiomen School attire. Coaches will determine the appropriate travel attire for their teams.

Varsity Letters/Awards

Varsity letters are awarded differently for each sport. The head coach informs all team players of the sports requirement to earn a varsity letter.

Outside of Perkiomen School Athletics

All students who wish to participate in non-Perkiomen School athletic teams must complete a form with the Athletic Department and the Student Life Office. The extent of outside play that Perkiomen School will permit is determined by the Director of Athletics after consultation with the Perkiomen School coaches and the student athlete.

Outside of school athletics commitments where class time is missed are classified as planned absences and fall within the 10 day per year limit. A Planned Absence Form must be fully completed and handed into the Student Life Office no less than one week before the absence. Parents/guardians must email permission to attendance@perkiomen.org for all planned absences. Planned absences include college visits, athletic commitments outside of Perkiomen School's program, family events, and travel opportunities. If the student is on academic warning or has a C- in a major subject, a planned absence may not be approved. Students are responsible for all academic work while they are away. Students may petition for additional planned absences via the Student Life Office who will direct them to the appropriate office for approval.

Facilities

The Hollenbach Athletic Center houses both an exhibition gymnasium and a practice gymnasium, a fully equipped Fitness Center, the Athletic Trainer room/office, the Athletic Department offices, male and female locker rooms, and the Huttel Natatorium. The Bate Lounge has a large screen TV for student viewing and a ping pong table for students to enjoy. Please remember that street shoes and cleats are never to be worn on the playing surfaces of the gymnasium or the pool deck area. No outdoor activities or sports may take place in the Hollenbach Athletic Center unless under a coach's supervision.

The Huttel Natatorium is open to students periodically and under the supervision of a faculty member and/or lifeguard. Please remember that no shoes are to be worn on the deck of the

swimming pool, and there is no running or pushing in the pool area. Only swimsuits are allowed to be worn in the pool, and showers are to be taken before entering the pool.

Parking for Athletic Events

Spectators are expected to know and follow all public and school parking requirements. Seminary Street in front of Kriebel Hall (both sides) and, on the East side along the football field to the Perkiomen School signage across from the Schwenkfelder Library, is a No Parking Zone at all times. Spectators who fail to follow these expectations should expect the Upper Perkiomen Police Department to ticket their vehicles. Seminary Street from the entry to the Schumo Academic Center parking lot to the entry to the Schwenkfelder Library parking lot is an open parking zone and may be used, unless otherwise posted. Parking is also available on both sides of Second Street. Parking lots include the Kriebel Hall lot, Schumo Academic Center lot, Hollenbach Athletic Center lot, and Parents Hall lot. At no time should the Schwenkfelder Library lot be used by spectators, as this is a private lot and for the sole use of the library. For spectators seeking parking and entry to the softball field, parking is found along Seminary Street and in the Schumo Academic Center lot.

Teams

Fall:	Winter:	Spring:
Coed Golf (non-season)	Girls Basketball	Baseball
Girls Soccer	Boys Basketball	Softball
Boys Soccer	Boys Swimming	Girls Lacrosse
Girls Tennis	Girls Swimming	Boys Lacrosse
Girls Volleyball	Boys Winter Track	Boys Tennis
Boys Cross Country	Girls Winter Track	Coed Golf
Girls Cross Country	Middle School Boys Basketball	Boys Track and Field
Varsity Baseball (invite only)	Middle School Girls Basketball	Girls Track and Field
Varsity Girls Basketball (invite only)		
National and Prep Boys Basketball (invite only)		
Varsity Boys Lacrosse (invite only)		

Student Services

Health and Wellness Center

Perkiomen School is committed to every student's health and well-being. The Health Center has professional staff on duty 24 hours a day during the school year. Any student required to take daily medication must report to the Health Center before their first period, unless their physician's order states a specific time. Students are encouraged to be independent and come in on time daily. Students wishing to see the medical staff should report to the Health Center during the following hours:

Monday – Friday:

7:00 a.m. – 5:00 p.m.

5:00 p.m. – 7:00 a.m. on call

Saturday – Sunday:

on call all weekend

Please note that students who are ill in the morning should report to the Health Center. All ill boarding students must stay in the infirmary until 5:00 pm during the school day if they are not well enough to attend class. All day students will be expected to be picked up within two hours of notification. Students confined to the Health Center are expected to complete their academic work to the degree deemed appropriate by the medical staff. Any student that the medical staff may excuse (due to an illness) from after-school sports or place on limited participation must receive a note from the Health Center and present it to their coach. If a student cannot participate in sports and/or activities because of a medical restriction, he/she is still expected to attend all practices and games.

Medications at Perkiomen School

All medications (prescription or non-prescription drugs) must be stored in the Health Center in the original packaging or prescription bottle/box. Medications will only be distributed by Health Center medical staff. Students may not have any medication (prescription or non-prescription drugs). Medication orders are required for prescriptions, vitamins, and herbal remedies. All prescription medications must have an up-to-date Physician order and must be from a United States pharmacy. Medications in plastic bags or containers other than their original pharmacy container are not acceptable. International students who need assistance with this should contact the Health Center staff.

Health Insurance

Students are required to carry their own health insurance. International students may purchase insurance for the school year through the Business Office. Please contact the Health Center if you are interested in purchasing the 10-month health insurance plan offered.

Medical Form Requirements

Students are required to submit the following forms through their Magnus Health Account (via My Backpack). All forms and consents must be completed before the first day of school.

The following forms should be entered into Magnus each year:

- Vital Health Record
- Immunization Form
- Physical Form

The following should also be submitted, if applicable:

- Prescription Medication Form
- Asthma Action Plan
- Food Allergy Action Plan
- Diabetes Action Plan
- Seizure Action Plan

Personal Hygiene

Maintaining good personal hygiene is an important responsibility for all students. Regular handwashing with soap and warm water throughout the day – especially after activities such as athletics, band, or theater – is strongly encouraged.

Students should always take precautions when they are not feeling well. Hand-sanitizing dispensers are available throughout campus for times when soap and water are not readily accessible. If at any point a student is not meeting basic hygiene expectations, the Health Center or Student Life Office will work directly with the student – and when appropriate, their advisor, Dorm Head, and/or parents – to address the concern in a supportive and constructive manner.

Office of College Counseling

The Office of College Counseling serves as the primary liaison for colleges, parents, and students as they work through the college search process. The mission of the office is to ensure students have the opportunity to attend an appropriate college of their choice. The Office of College Counseling uses a variety of programs and services, including SCOIR (pronounced score); an innovative and interactive platform that supports the college counseling process to facilitate an effective college search.

Standardized Testing

Students have the opportunity to take standardized tests (including the SAT®, TOEFL®, and ACT®) on campus at various times during the year. Should a boarding student wish to take a standardized test at an off-campus location, they must secure permission from the Director of Testing AND the Student Life Office before registering for that test date and location. Transportation requests cannot be guaranteed and must be approved by the Student Life Office.

Faculty Recommendation Policy

Faculty recommendations are a vital element of the college application process. Perkiomen School faculty are advocates for students and are expected to write well organized letters in support of students with whom they have worked with in the classroom or, in some cases, through other activities.

Confidentiality

Confidential letters of recommendation are considered superior in the application process (and are required for THE COMMON APPLICATION ®); therefore, Perkiomen School requires that students request “confidential” letters, thereby agreeing to official school policy that the student and family will neither see nor review the contents at any time. Students sign waivers acknowledging their understanding and acceptance of this policy during the application process. At no time will letters be provided directly to the student, family members, or any other agent representing the student or said student’s family. Faculty and staff of Perkiomen School will not provide letters where a family and student have not waived their right to review said letter.

Submitting Letters

Electronic copies of completed letters of recommendation will be uploaded to the student’s SCOIR account where they are added to each student’s electronic file and submitted to colleges (along with transcripts, Secondary School Reports, the Perkiomen School Profile, and other electronic documents). The Office of College Counseling will continue to update the status of all active college applications in SCOIR. Students can track the progress of letters of recommendations, transcripts, and the status of each college application by accessing their SCOIR account or by consulting their college counselor. Perkiomen School will only submit letters of recommendation directly to colleges or universities to which the student is applying.

Student College Counseling Records

Students, parents, and guardians waive the right of access to the student’s college counseling records (Educational records fall under the Academic Office and are accessible by students and graduates). If a family or student chooses not to sign a waiver of rights for access, the Perkiomen School will not maintain a college counseling file, nor will the Perkiomen School facilitate an

application from its College Counseling Office. Following graduation from Perkiomen School, all college counseling records will be destroyed. Perkiomen School will gladly transfer a student's academic record and teacher comments in lieu of recommendations if a student is transferring prior to graduation.

For questions regarding academic records, testing, or other transcript information, please contact the Registrar. If a leave of absence (personal, medical, or disciplinary) occurs during a student's senior year at Perkiomen School that results in a change to his or her transcript, the school will notify the student's colleges of the leave in a timely manner.

Food Services and Parents Hall

All meals are served in Parents Hall either family style, buffet, or through the serving line. Breakfast is served from 7:30 a.m. – 8:15 a.m. Monday through Friday. Lunch is served cafeteria style Monday through Friday from 11:10 a.m. – 1:15 p.m. Brunch is served 11:00 a.m. – 12:00 p.m. Saturdays and Sundays. The serving line begins at the right door as you face the kitchen from the foyer and there are other stations throughout the dining room. After you have finished your meal, students are expected to clear their tables and take any trash to the dish room. At no time are students permitted in the kitchen behind the serving line.

Monday – Thursday evenings dinner is served buffet style from 6:00 p.m. – 7:00 p.m.
Friday, Saturday, and Sunday dinner is served from 5:30 p.m. – 6:30 p.m.

Food requests and special dietary needs can be addressed with the General Manager of Dining Services.

Safety and Security

Perkiomen School is dedicated to providing a safe and secure environment for every member of the school community. To that end, the school has safety and security personnel to monitor the school's boundaries, buildings, and people. Employees and students are encouraged to be aware of their surroundings at all times, and to report anything that seems out of the ordinary or suspicious to safety and security personnel, faculty, or staff. In the case of any emergency, any member of the community may contact 911 directly and provide the school's address "200 Seminary Street in Pennsburg" to the dispatcher. They should then follow the directions of the dispatcher and also immediately report the call to safety and security or another staff member of the Perkiomen School. At no time should students invite or allow any non-student into buildings or residences prior to approval by a staff member. If any non-student is seen in any building, each member of the community has an obligation to report their presence to school personnel immediately. It is the responsibility of every member of the community to remain vigilant at all times and to report anything that may compromise the safety of other members of the community.

Perkiomen School has a campus-wide, building access system. Most doors on campus will remain locked and be accessible only via authorized swipe cards. Students will use their student ID cards to gain access to buildings around campus. The system provides the added benefit of being able to lock down key entryways in case of an emergency. Each year we review our security procedures and will be spending more time throughout the year on security drills to guide faculty, staff, and students in case of an actual emergency.

ID Cards

All students will be issued a Student ID card that will gain entrance into dormitories, academic and athletic buildings, check in for attendance at all meals, purchases at the school store, and withdrawals for student banking. Students are required to have their ID cards and will be charged a \$50.00 fee for replacements. Students may not alter or modify their ID card in any way.

The following are the times when student ID access cards allow students entry to campus facilities. Gaining access outside of these times without permission is a Major Rules violation. To obtain permission, students must speak to a faculty member on duty before entering the facility. Faculty should only grant permission when they will be available to provide supervision in that space.

Dormitories:

Monday – Friday: 7:00 a.m. – 11:00 p.m.

Saturday/Sunday: 7:00 a.m. – 11:00 p.m.

Kriebel Hall:

Lower Level – Main Door: Monday – Friday: 7:30 a.m. – 6:00 p.m.

Lower Level – Portico Door: Monday – Friday: 7:30 a.m. – 8:30 a.m.

Schumo Academic Center:

Monday – Friday: 7:45 a.m. – 5:30 p.m.

Kehs Hall:

Monday – Friday: 7:45 a.m. – 5:30 p.m.

Carnegie Library/Innovation Center:

Monday – Thursday: 7:45 a.m. – 4:00 p.m.; 7:00 p.m. – 10:00 p.m.

Friday: 7:45 a.m. – 4:00 p.m.

Sunday: 7:00 p.m. – 10:00 p.m.

Hollenbach Middle School:

Monday – Friday: 7:30 a.m. – 5:30 p.m.

Hollenbach Athletic Center:

Monday: 7:30 a.m. – 6:00 p.m. (front/rear doors unlocked 1:00 p.m. – 6:00 p.m.)

Friday: 7:30 a.m. – 6:00 p.m.; 6:30 p.m. – 10:00 p.m. (front/rear doors unlocked 1:00 p.m. – 6:00 p.m.)

Saturday: 12:00 p.m. – 5:15 p.m.; 6:30 p.m. – 10:00 p.m.

Sunday: 12:00 p.m. – 5:15 p.m.

Student Center

Monday – Thursday 7:45 a.m. – 5:15 p.m.; 7:00 p.m. – 10:00 p.m.

Friday: 7:45 a.m. – 5:15 p.m.; 6:30 p.m. – 10:00 p.m.

Saturday: 12:00 p.m. – 5:15 p.m.; 6:30 p.m. – 10:00 p.m.

Sunday: 12:00 p.m. – 5:15 p.m.; 7:00 p.m. – 10:00 p.m.

Emergency Notification System

Perkiomen School has a notification system that allows us to communicate directly with your mobile device in case of an emergency. Please keep the Student Life Office notified of any changes to your mobile access number.

Campus Boundaries

Perkiomen School is an 185-acre campus that borders private property and wooded areas. Students should not be in the following areas on campus: fire escapes (except in an emergency), roof or ledge of any building, athletic equipment room, or the wooded areas behind Kriebel Hall, Ruhl Hall and the Hollenbach Athletic Center. Students should always use caution when crossing Seminary Street. Trespassing on private property or empty buildings and the railroad tracks is not only dangerous, but illegal. These areas are off limits.

Bikes/Skateboards

Students are permitted to bring their bicycles, skateboards, and scooters to campus; however, they must be used with proper safety equipment (i.e., helmets) or be subject to confiscation. Bicycles and skateboards are not permitted on the tennis courts, handicapped ramps, the road to Parents Hall, Schumo Plaza, or inside any building, including dormitory hallways. Any damage incurred by students in these areas will be charged to the student. All student bikes must be stored on the bike racks located between Kolbe Hall and Riordan Hall, behind Kriebel Hall, and at the Middle School. Students may not have electric or gas-powered scooters or bikes on campus.

Fire Regulations

Every building on campus is equipped with its independent fire alarm system. Please follow procedures below in the event of fire:

Student Center (451 West Second Street)

In the event of a fire, evacuate the Student Center in an orderly manner. If you exit from the front of the building near Fritz's Family store, proceed to the area at the rear of Kehs Hall. In the event of inclement weather, proceed into Kehs Hall. If you exit near the rear of the building by the patio and music room area, proceed to the soccer field located in front of Hollenbach Athletic Center. In the event of inclement weather, proceed into Hollenbach Athletic Center. Remain there until the Fire Marshall instructs you that it is safe to re-enter the Student Center.

Carnegie Library (117 Seminary Street)

In the event of a fire, evacuate the Carnegie Library in an orderly manner. Proceed to the front of Kehs Hall. In the event of inclement weather, proceed into Kehs Hall. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Carnegie Library.

Duyckinck (201 Seminary Street)

In the event of a fire, evacuate Duyckinck in an orderly manner. Proceed to the front lawn of Carnegie Library. In the event of inclement weather, proceed into Carnegie Library. Stay there until the Fire Chief instructs you that it is safe to re-enter Duyckinck.

Health Center (251 West Second Street)

In the event of a fire, evacuate the Health Center in an orderly manner. Proceed to the Kriebel Hall Parking Lot. In the event of inclement weather, proceed into Kriebel Hall. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Health Center.

Hollenbach Athletic Center (101 Seminary Street)

In the event of a fire, evacuate the Hollenbach Athletic Center in an orderly manner. Proceed to the soccer field located in front of the Hollenbach Athletic Center. In the event of inclement weather, proceed into Hollenbach Middle School. Stay there until the Fire Marshall instructs you that it is safe to re-enter Hollenbach Athletic Center.

Hollenbach Middle School (103 Seminary Street)

In the event of a fire, evacuate Hollenbach Middle School in an orderly manner. Proceed to the soccer field located in front of the Hollenbach Athletic Center. In the event of inclement weather, proceed into Hollenbach Athletic Center. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Hollenbach Middle School.

Kehs Hall (115 Seminary Street)

In the event of a fire, evacuate Kehs Hall in an orderly manner. Proceed to the front of the Schumo Academic Center. In the event of inclement weather, proceed into Schumo Academic Center. Stay there until the Fire Marshall instructs you that it is safe to re-enter Kehs Hall.

Kolbe Hall (468 West Second Street)

In the event of a fire, evacuate Kolbe Hall in an orderly manner. Proceed to the front of Parents Hall. In the event of inclement weather, proceed into Parents Hall. Stay there until the Fire Marshall instructs you that it is safe to re-enter Kolbe Hall.

Kriebel Hall (200 Seminary Street)

In the event of a fire, evacuate Kriebel Hall in an orderly manner. Proceed to the Freeman Field (next to Kriebel Hall) or the front of the Health Center. In the event of inclement weather, proceed into Schumo Academic Center. Stay there until the Fire Marshall instructs you that it is safe to re-enter Kriebel Hall.

Parents Hall (441 West Second Street)

In the event of a fire, evacuate Parents Hall in an orderly manner. Proceed to the soccer field in front of the Hollenbach Athletic Center. In the event of inclement weather, proceed into Hollenbach Athletic Center. Stay there until the Fire Marshall instructs you that it is safe to re-enter Parents Hall.

Riordan Hall (470 West Second Street)

In the event of a fire, evacuate Riordan Hall in an orderly manner. Proceed to the front of Parents Hall. In the event of inclement weather, proceed into Parents Hall. Stay there until the Fire Marshall instructs you that it is safe to re-enter Riordan Hall.

Ruhl Hall (461 West Second Street)

In the event of a fire, evacuate Ruhl Hall in an orderly manner. Proceed to the soccer field in front of the Hollenbach Athletic Center. In the event of inclement weather, proceed into Hollenbach Athletic Center. Stay there until the Fire Marshall instructs you that it is safe to re-enter Ruhl Hall.

Schumo Academic Center (111 Seminary Street)

In the event of a fire, evacuate the Schumo Academic Center in an orderly manner. Proceed to the front of Kehs Hall unless you exit the rear stairwell door, then go to Hollenbach Middle School. In the event of inclement weather, proceed into Kehs Hall or Hollenbach Middle School. Stay there until the Fire Marshall instructs you that it is safe to re-enter the Schumo Academic Center.

Every building on campus is equipped with its independent fire alarm system. At the sounding of the fire alarm, everyone inside the building will evacuate immediately by the shortest route, walking quickly but not running. Remain calm and follow instructions.

Severe Weather Emergency Plan

During any severe weather such as thunderstorms, tornado warnings, etc., the emergency plan will be announced on the school's intercom along with notification from Orah. In the event of a weather emergency, remain calm and follow all established procedures. The greatest danger to students, faculty, and staff is from falling trees, falling limbs, and broken and flying glass. All students, faculty, and staff are to move away from all windows or doors with glass. Faculty are

responsible for keeping attendance in Orah whether it is during class time or dormitory times. During class time, the dormitories will be checked by designated faculty members. Any student, faculty, or staff member who is outside when notification is received should proceed immediately to the nearest building for shelter.

Rules and Expectations

Perkiomen School is committed to ensuring that every student has the opportunity to study, to learn, and to fully engage in school life in an environment free from disruptive or harmful behavior. Our approach to discipline is grounded in the expectation that students will treat one another, the Perkiomen School employees, and Perkiomen School property with respect and integrity at all times – whether interactions take place in-person or online. Student behavior that undermines the well-being or best interests of the Perkiomen School community may result in disciplinary action. Students share responsibility for upholding community standards and are expected to report violations of the student code of conduct promptly. Delays or failures in reporting may limit the Perkiomen School's ability to respond effectively. When concerns are brought forward by students, parents, or others, the Perkiomen School will investigate thoroughly. Students who have witnessed or have knowledge of a violation are expected to meet with the Assistant Head of School for Student Life to provide information and support a fair resolution.

Minor Rules

Basic rules of daily life are important for success in school. Students are expected to arrive on time, come prepared for class, and treat people with respect. Minor disciplinary matters are typically addressed by the classroom teacher or any faculty or staff member who observes behavior that falls short of the standards of common courtesy and decency in our community. For further information and guidance, please refer to the Discipline Guide.

Major Rules

Violation of Major School Rules will require immediate referral to the Assistant Head of School for Student Life Office for the creation of a Discipline Plan or the formulation of a disciplinary response, which could include, but not be limited to, Probation, Suspension, or Mandatory Required Withdrawal, at the discretion of the Perkiomen School.

The following is a list of behaviors that may constitute Major Rules violations. While this list is not exhaustive and cannot anticipate every possible situation, it provides guidance for students, families, and the Perkiomen School regarding conduct that could lead to a Major Rules Violation. In all cases, the Head of School or their assignee has the final authority to determine whether a violation has occurred.

- Personal Conduct: failing to adhere to accepted moral and ethical standards, good manners, and respectful behavior
- Violations of Local, State, or Federal Laws, including criminal laws
- Failure to comply with the directives of school officials or employees acting in the performance of their duties
- Bullying, harassment, sexual harassment, sexual abuse, hazing, fighting, or any form of physical intimidation
- Retaliation in any form against an employee, student, or volunteer who exercises their

right to make a good faith complaint of harassment or discrimination is strictly prohibited

- Acts of racism, sexism, religious intolerance, homophobia, transphobia, or discrimination
- Dishonesty: Honor Code violations, theft, or lying
- Refusing to consent to a search or withholding information from school officials acting in the performance of their duties
- Violating the Acceptable Use (of Technology) Policy
- Creating or distributing NCII (non-consensual intimate imagery), deepfakes, AI-generated images, and videos
- Alcohol, Drugs and Tobacco/Nicotine violations including use, possession, sale, distribution, knowledge of, or being in the presence of drugs or alcohol; violations of medication policies and use; misuse of prescription drugs; use or possession of cigarettes, cigars, any tobacco and nicotine products, e-cigarette, vapes, JUUL, etc. on or off campus, on Perkiomen School transportation, or while attending any school function; use or possession of paraphernalia
- Interfering with Safety and Security Measures as set forth herein, including unauthorized access to Perkiomen School facilities or spaces; leaving the dormitory after lights out without permission; letting unauthorized students into dormitories after lights out; absence from campus without permission; unauthorized possession or use of school keys, IDs or access codes; violation of fire regulations
- Possessing Weapons or Incendiary Devices
- Violating Open Flame rules
- Violating Cars and Driving Policies
- Engaging in Institutional Vandalism: destruction of property, vandalism, graffiti
- Repeated Minor Rules violations

Possible disciplinary responses to Minor or Major Rules violations are outlined in more detail below.

Department

The Perkiomen School reserves the right to discipline any student whose conduct during any type of leave contradicts the moral and ethical principles reflected in the school's stated philosophy and objectives. Such discipline could include placement on a discipline plan, probation, suspension, or mandatory withdrawal. Whenever students leave the Perkiomen School campus on weekends, holidays, vacations or breaks, students return to their parents'/legal

guardians' jurisdiction. However, the Perkiomen School reserves the right to discipline any student whose conduct during any leave (including summer vacation) contradicts Perkiomen School expectations. Students are strongly encouraged to continue following all Perkiomen School rules while at home and to avoid posting photos or videos on social media that depict themselves or others engaging in behavior that is against school rules, immoral, or illegal.

Communication About Discipline

Discipline and consequences are intended as opportunities for learning and growth. In any community, it is important to balance the needs of the individual with those of the whole. While Perkiomen School respects student and family privacy, a Major Rule violation can affect the broader community. Depending on the nature of the infraction and its impact, the Perkiomen School may, at its discretion, share details of the incident or the disciplinary outcome with the community to promote understanding and accountability.

Personal Conduct

Students are expected to conduct themselves with respect for themselves, others, and the Perkiomen School. This expectation applies both in person and online, including on social media. Perkiomen School aims to cultivate a more mature understanding of, and adherence to, accepted moral and ethical standards. All students must recognize that, in addition to following Perkiomen School rules, they are required to comply with local, state, and federal laws. Perkiomen School does not tolerate the use of offensive language or gestures in public, and students are expected to demonstrate self-control and courtesy in their interactions with others. Sexualized language, gestures, or any form of sexually explicit profanity is strictly prohibited.

Sexuality

While most major school rules seek to control behavior that is considered essentially wrong, the same cannot be said for sexuality, a normal part of human development which young people, as well as adults, need to understand. The development of positive human relationships, based on mutual respect by the individuals involved, along with a concern for the feelings and attitudes of all members of the school community, is an important part of the boarding school experience. The risk of emotional trauma – from sexual exploitation, inappropriate innuendo, or the embarrassment of a compromising situation – is a very real concern in a coed, secondary boarding institution like Perkiomen School. To maintain a safe and respectful community, the school cannot condone sexual intercourse (including oral sex), acts associated with sexual intercourse, or “sexting” among students entrusted to its care. Any faculty or staff member who becomes aware of such behavior must report it immediately to the Head of School or the Assistant Head of School for Student Life. Violation of these rules may result in student disciplinary action, up to and including a requirement to withdraw from the Perkiomen School. While less intimate displays of affection are a normal part of adolescent development, public displays of romance in areas such as Parents Hall, student lounges, dorm common rooms, or around town are discouraged to ensure the comfort of others. Faculty and staff who observe such behavior should politely and respectfully discourage it.

Safe2Say Something

The “Safe2Say Something” reporting system, mandated under Pennsylvania State Law/Act 44, is a system designed to teach youth and adults how to recognize warning signs and signals,

especially within social media, from individuals who may be a threat to themselves and others and to “say something” before it is too late. Individuals are encouraged to report their concerns to the Perkiomen School directly or to use the State’s Safe2Say reporting system. Reports can be made anonymously.

Reports can be submitted via phone, a form on the Safe2Say website, or via the Safe2Say app.

Phone: 1-844-SAF2SAY

Website: safe2saypa.org

App: Safe2Say Something PA

Bullying/Harassment

Bullying/Harassment is defined on our campus as any behavior that infringes upon the safety and well-being of any member of the school community. Each person attending Perkiomen School has a right to feel safe and valued. Harassment of any type violates personal rights and creates an atmosphere that is intimidating and demeaning to the parties involved. Verbal abuse, written abuse, physical abuse, hazing, fighting, vandalism, cyberbullying, taking, sharing, and posting of non-consensual images (photos, movies, drawings, etc.), non-consensual digital manipulation of images, and sexual harassment are unacceptable at Perkiomen School.

Bullying and harassment that occurs from off-campus locations, including cyberbullying or non-consensual intimate digital manipulation of images from any account or server, no matter where or when, is considered a Major Rules violation. In addition to Perkiomen School policy, community members are expected to comply with all applicable local, state, and federal laws.

Any instance of bullying/harassment must be reported to the Assistant Head of School for Student Life for appropriate action. In addition, students may contact the administrative team, health center, and advisors for guidance, assistance, information, or resolution of bullying/harassment.

Bullying/harassment may be reported anonymously via the “Safe2Say Something” anonymous reporting system. The Perkiomen School will follow up on anonymous reports to the best of its ability; however, the ability to respond may be limited due to the nature of anonymous reporting. Although we want to make it clear that reports can be made anonymously, we encourage students to provide detailed information to Perkiomen School officials or the Safe2Say system so that appropriate and timely steps can be taken.

The Perkiomen School will investigate reports of bullying/harassment promptly and confidentially. When appropriate, supportive measures will be offered to the person making the complaint, and corrective action will be taken as needed. All complaints and investigation outcomes will be documented. Any employee or student found to have engaged in bullying/harassment in violation of this policy will face disciplinary action, which may include termination of employment for faculty/staff or mandatory withdrawal for students.

Supportive measures may include, but are not limited to, counseling, course-related adjustments, modified class schedules, mutual restrictions on contact between parties, and leaves of absence.

Perkiomen School strictly prohibits any form of retaliation against an employee, student, or volunteer who makes a good-faith complaint of bullying or harassment. Any employee, student, or volunteer who retaliates against another employee, student, or volunteer for making a complaint or participating in an investigation will be subject to disciplinary action.

Sexual Harassment

Sexual harassment is a form of sexual discrimination. Sexual harassment of any type is unacceptable and is considered a Major Rules violation. In addition to Perkiomen School policy, community members are expected to comply with all applicable local, state, and federal laws. Everyone in the school community has a responsibility to take all complaints of sexual harassment seriously.

All employees, officials, agents, workers, representatives, students, parents/guardians, volunteers, vendors, visitors, and other third parties, are prohibited from engaging in sexual harassment of students, employees, and/or related third parties.

Sexual harassment is generally defined as unwelcome conduct on the basis of sex and may include sexual abuse, any harassment based upon sex or gender as well as any unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or psychological conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's enrollment, academic standing, or participation in an educational program
- Submission to or rejection of such conduct by an individual is used as a basis for academic evaluation
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment

Sexual harassment is not social or courting behavior. It is uninvited, unwanted, and is often an assertion of power.

Sexual harassment may include (This list is not exhaustive):

- Physical assault, sexual assault, including rape, or any coerced sexual relations, as well as dating violence, domestic violence, or stalking as defined by law
- Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of a healthy student/student or adult/student friendship
- Any demeaning sexual propositions

- Unnecessary touching in any form
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior
- Sexually explicit posters, cartoons, drawings, or written messages
- Creating, disseminating, or publicizing "deepfake" images or non-consensual intimate imagery (NCII)
- Leering or sexual gestures
- Verbal abuse
- Inappropriate personal questions

Sexual harassment includes written and oral remarks, whether mailed, texted, posted online, or message(s) left on voicemail systems.

Sexual harassment includes conduct that originates or occurs from off campus locations including cyberbullying from an account or server no matter when or where located.

Any instance of sexual harassment must be reported to the Head of School, Assistant Head of School for Student Life or Chief Financial Officer for appropriate action. In addition, students may contact the administrative team, health center, and advisors for guidance, assistance, information, or resolution of sexual harassment.

Sexual harassment may be reported anonymously via the "Safe2Say Something" anonymous reporting system. The Perkiomen School will follow up on anonymous reports to the best of its ability; however, the ability to respond may be limited due to the nature of anonymous reporting. Although we want to make it clear that reports can be made anonymously, we encourage students to provide detailed information to Perkiomen School officials or the Safe2Say system so that appropriate and timely steps can be taken.

The Perkiomen School will investigate reports of sexual harassment promptly and confidentially. When appropriate, supportive measures will be offered to the person making the complaint, and corrective action will be taken as needed. Supportive measures may include but are not limited to counseling, course related adjustments, modified class schedules, mutual restrictions on contact between parties, and leaves of absence. All complaints and investigation outcomes will be documented. Any employee or student found to have engaged in sexual harassment in violation of this policy will face disciplinary action, which may include termination of employment for faculty/staff or mandatory withdrawal for students.

Retaliation in any form against an employee, student, or volunteer who makes a good faith report of harassment or participates in an investigation is strictly prohibited. Any employee, student, or volunteer who retaliates against another employee, student, or volunteer for making a complaint

or participating in an investigation will be subject to disciplinary action, up to and including termination or separation from Perkiomen School.

Non-Consensual Intimate Imagery

The use of non-consensual intimate imagery (NCII) to harass, humiliate, and bully any individual is a Major Rules violation and will be addressed accordingly. Creating, disseminating, or publicizing intimate so-called “deepfake” images created by artificial intelligence or digitization is harassment and a violation of Pennsylvania law. In addition to Perkiomen School policy, community members are expected to comply with all applicable local, state, and federal laws.

Hazing Policy

Hazing includes any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition of or continued membership in, any organization. The term shall include, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For the purpose of this definition, any activity as described in definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Any instance of hazing must be reported to the Assistant Head of School for Student Life to take appropriate action. Hazing is a Major Rules violation and will be handled accordingly.

Hazing may be reported anonymously via the “Safe2Say Something” anonymous reporting system. The Perkiomen School will follow up on anonymous reports to the best of its ability; however, the ability to respond may be limited due to the nature of anonymous reporting. Although we want to make it clear that reports can be made anonymously, we encourage students to provide detailed information to Perkiomen School officials or the Safe2Say system so that appropriate and timely steps can be taken.

Stealing and Dishonesty

At Perkiomen School, taking or using someone else’s property – whether physical or intellectual – without their knowledge goes against the values we uphold and is considered stealing. Students found in possession of another person’s property without permission, or caught stealing, are in violation of Major School Rules. To prevent misunderstandings, the Perkiomen School strongly discourages students from borrowing or lending money or personal items. Students are also responsible for safeguarding the contents of their dorm rooms and lockers.

In terms of intellectual dishonesty, any violation of the Honor Pledge is a violation of Major

School Rules. This will require immediate referral to the Academic Office and will receive appropriate disciplinary action up to and including Mandatory Required Withdrawal.

Honesty is the foundation of trust, which is essential to a strong school community. Students are expected to be truthful in all matters, and lying is considered a Major School Rules violation. This includes not only actively providing false information but also failing to share important information with school officials performing their duties.

Alcohol, Drugs and Tobacco/Nicotine

Drug and alcohol use in the Perkiomen School community is a threat to the safety and health of students, faculty, staff, and the community. It compromises the quality of educational programs and can cause physical harm. Perkiomen School strives to maintain a substance-free environment to foster a healthy, safe, and drug-free academic community.

Our students come from a variety of cultures and backgrounds and from states and countries where laws differ from Pennsylvania and/or the United States. The Perkiomen School follows and enforces Pennsylvania law. Pennsylvania law requires that a person must be 21 years of age or older to purchase, possess, transport, or consume any type of alcohol, nicotine, or other tobacco products. This includes cigarettes, cigars, any type of tobacco or nicotine products, electronic cigarettes, and vaping products. We ask that families support our efforts to keep students substance-free while enrolled, understanding that use at home even in the presence of a parent or guardian may put the student in jeopardy of violating this rule or make abstaining at other times more difficult. In addition to Perkiomen School policy, community members are expected to comply with all applicable local, state, and federal laws.

Due to the inability for the school to differentiate between use that occurs at school versus away from school, a student may be in violation of the policy if they are required to test by the Perkiomen School and results are positive for a substance regardless of when/where the use occurred.

Any use of tobacco or nicotine is harmful to one's health. Perkiomen School is therefore a tobacco-and nicotine-free campus for students, families, and guests. Smoking, chewing tobacco, or using e-cigarettes, vapes, JUULs, etc. are not permitted anywhere on or off the campus, on Perkiomen School transportation, or while attending any Perkiomen School function. Possession or use of these items are prohibited and constitutes a Major Rules violation.

No student may possess, use, be under the influence of, distribute, or provide to any other student, by sale or any other means, any substance that is, or is represented to be, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, synthetic drug, depressant, or intoxicant of any kind, or any kind that closely resembles, or is represented to be any of the foregoing items, or any item that could be considered drug use paraphernalia. Students are also prohibited from possessing, ingesting, transmitting, or selling caffeine-based pills or substances containing pseudoephedrine or other over-the-counter stimulants.

Students may not:

- Purchase or possess prohibited substances (including but not limited to drugs, drug analogs, inhalants, alcohol, tobacco or nicotine products, or prescription medication without permission)
- Purchase or possess paraphernalia for alcohol, drug, or tobacco/nicotine use
- Possess a false ID
- Distribute or provide to one or more students a prohibited substance or paraphernalia
- Possess over-the-counter medication in violation of the Medication Policy
- Use or distribute over-the-counter medication or substances for uses other than intended
- “Knowingly be in the presence of” drug, alcohol, or tobacco/nicotine use or the purchase of prohibited substances or paraphernalia
- Show positive indicators of drug, nicotine, or alcohol use on a drug, nicotine, or alcohol screening
- Refuse a drug, nicotine or alcohol screening
- Be reasonably deemed to be under the influence due to indicators of inebriation or intoxications such as unsteady gait, slurred or impaired speech, lack of awareness of time and place, unconsciousness, or smell of illicit substances
- Fail to abide by the Medication Policy

The use, possession, transport, sale, or distribution of any of the above, or knowingly being in the presence of any of the above without reporting those violations to Perkiomen School authorities, is a Major Rules violation and will be handled accordingly.

Seeking Help

Students who struggle with drug, alcohol, and tobacco/nicotine use are encouraged to seek help through the Health Center. Voluntary seeking of help will not result in disciplinary action unless the student is under the influence; however, if the student or student’s friend seeks help while under the influence, that factor will be taken into consideration. The standards below offer guidance for students, families, and the Perkiomen School about the factors to be taken into consideration:

Level 1: a student actively seeks help for drug, alcohol, or tobacco/nicotine use. Such seeking of help will not result in disciplinary action but rather in a team approach to supporting student wellness. The Health Center will work with the student, their family, and appropriate medical professionals to evaluate and assess student needs. Students are expected to follow these recommendations and failure to do so may result in disciplinary action.

Level 2: a student is under the influence of drugs, alcohol and tobacco/nicotine and asks for help or a friend seeks help for them. The Health Center will identify the student’s support team and a therapy plan. The student will meet with the Student Life Office to

develop a discipline plan which will likely include a suspension or a suspension of record. Subsequent violations of this policy will likely result in mandatory withdrawal.

Level 3: a student is caught violating the drug, alcohol, and tobacco/nicotine policy without the student or friend seeking help. This includes being under the influence, possession, distribution, sale or transport of drugs, alcohol, or tobacco/nicotine. The student will meet with the Student Life Office to discuss a discipline plan. The severity of the violation will determine the severity of the consequence. A student who is caught under the influence of these items will likely be required to withdraw.

*If during the evaluation and creation of support and discipline plans, the Perkiomen School determines that it is not properly equipped to support the student's needs, the Perkiomen School reserves the right to require a mandatory withdrawal and will encourage the family to seek a more appropriate placement.

Suspicion of Being Under the Influence

If there is a reasonable suspicion that a student is under the influence of drugs, alcohol, or tobacco/nicotine, a member of the Health Center will evaluate the student, checking their vital signs and for signs of inebriation. Where appropriate, Health Center staff may administer a drug and/or alcohol screening on campus using a lab drug test (e.g., saliva collection). If the student requires emergency medical attention, the Health Center staff will take the student to the Emergency Room for treatment. The cost of the drug test and Emergency Room visit is the responsibility of the student's family.

As a condition of enrollment, students and families authorize Perkiomen School to conduct drug and alcohol screenings on campus when there is a reasonable suspicion of use or otherwise deemed appropriate by Perkiomen School for community safety. Separate parental consent at the time of screening is not required. For screenings or evaluations conducted for medical treatment purposes, Perkiomen School will proceed in accordance with applicable law and any parental medical consent on file, except in emergencies when immediate care is required. Health Center staff will notify parents/legal guardians at a time they deem appropriate during or after the process, taking into account the student's condition and all applicable circumstances.

A member of the Student Life Office or Health Center team may search the student's bags, vehicle, other possessions, locker, or dorm room for drugs, alcohol, or paraphernalia (See section on Searches below). Contraband will be turned over to law enforcement. The Perkiomen School is under no obligation to inform parents/legal guardians prior to conducting a search or drug/alcohol screening.

Unauthorized Access

Unauthorized access to school areas including locked buildings, locked rooms, offices, another student's dormitory room, fire exits, emergency stairwells, locker rooms, and locations that are known or determined by the Perkiomen School to be off-limits or during hours that are designated off-limits is a Major Rules violation. Refer to the Campus Boundaries section of this document for more details. Students are not to be behind locked or closed dormitory rooms or any door on campus without direct supervision or permission.

In addition, possession or use of an unauthorized key, password, computer database, network, or tampering with a school lock or security system is prohibited and considered a Major Rules violation.

Any tampering with fire extinguishers, sprinklers, heat sensors, smoke detectors, or any fire-preventative equipment is a Major Rules violation and carries a fine of \$500.00.

Students visiting dormitories to which they are not assigned must have the approval of the faculty member on duty. Most visitations should occur in the public spaces of the dormitories. Visiting another student's dormitory room requires permission from the faculty member on duty. To obtain permission, students must speak to the faculty member on duty before entering the dormitory. Students are not to be behind locked or closed dormitory rooms or any door on campus without direct supervision or permission.

Students are expected to follow all rules regarding where they may be at different times of the day. Entering areas outside of their authorized access times, leaving the dormitory after lights out, or leaving campus without permission are all considered Major School Rules violations.

Weapons

For the purposes of this policy, "weapons" include knives, cutting instruments or tools, nunchaku, metal or brass knuckles, firearms, rifles, shotguns, replicas of weapons, and any other items capable of causing serious bodily injury. Students, parents, and visitors are strictly prohibited from possessing weapons on campus; doing so is considered a Major School Rules violation. Items used for approved educational or vocational purposes, or as stage props in theatrical productions, are not considered weapons.

Open Flame

Any type of open flame such as a candle, incense, cigarette, lighter, or lighter fluids are strictly prohibited in any building and considered a Major Rules violation.

Institutional Vandalism

Institutional Vandalism – including the intentional desecration, vandalism, defacement, or damage of any school facility – is a Major Rules violation and may also violate Pennsylvania law. All acts of vandalism should be reported promptly to the Assistant Head of School for Student Life.

Tattooing and Piercing

For safety reasons, no student is allowed to tattoo or pierce themselves or anyone else on campus.

Reporting Procedures for Child Abuse and Potential Criminal Activity

Perkiomen School employees are "Mandatory Reporters" under Pennsylvania law. This means that Perkiomen School employees must follow the statutory reporting procedure if they receive information causing a reasonable suspicion of "child abuse." Child abuse, under the law, applies to persons less than 18 years of age and encompasses: (1) an act, or failure to act, which causes non accidental serious physical or mental injury; (2) an act which creates a risk of or constitutes

sexual abuse or exploitation; (3) serious physical neglect constituting prolonged or repeated lack of supervision; or (4) failure to provide the essentials of life. Sexual abuse or exploitation includes solicitation and enticement. If there is even a mere suspicion that conduct could be occurring falling into the definition of child abuse, Perkiomen School employees will make what is called a “ChildLine” report to the applicable authorities. Such conduct could include actions involving an adult or conduct occurring between students.

When students engage in conduct that potentially violates criminal laws, the Perkiomen School will report such violations to law enforcement. Such reporting may include incidents of weapons possession, substance abuse, possession or distribution of drugs or alcohol, hate crimes, threats of violence or other violent acts, and other types of actions that may rise to the level of a crime. Any contraband found or obtained on Perkiomen School property, in Perkiomen School vehicles or at Perkiomen School events will be turned over to law enforcement.

Amnesty

The Perkiomen School expects that students will report their own rules violations or the violations of others, and we encourage students to seek help for themselves or others. As noted throughout, such voluntary reporting or outreach for assistance will be taken into consideration when determining consequences and support plans, unless otherwise prohibited by law.

Searches

Perkiomen School is committed to protecting the health, safety, and well-being of the school community, upholding rules of conduct, and maintaining an environment that supports learning and the Perkiomen School’s mission. Student dorm rooms and lockers remain the property of the Perkiomen School and may be subject to search as described in this policy. Parking a vehicle on Perkiomen School grounds is a privilege, and students’ consent to searches or inspections is a condition of that privilege.

The Perkiomen School has the authority to search students or their belongings, including dorm rooms, lockers, vehicles, electronic devices, purses, backpacks, clothing, and other possessions when in school, on school grounds, or when otherwise under school supervision when the Perkiomen School has a reasonable basis to believe the student may be in violation of school rules or applicable law or otherwise pose a risk to the student or the school community. By way of example and not limitation, the Perkiomen School’s receipt of a tip that a student may be in possession of drugs or drug paraphernalia may be grounds for a search of the student and the student’s possessions, vehicle, and/or dorm room. Inspections and searches may also be conducted on a general or random basis, or as deemed necessary, to maintain the health, safety, and welfare of the Perkiomen School community. The Perkiomen School is under no obligation to inform parents prior to conducting an inspection or search.

Perkiomen School searches of student cell phones or electronic devices will be limited to text messages, call logs, social media, files, images, or other data contained in a student’s mobile telephone or other electronic device focused on the potential violation of school rules or applicable law or that which poses a risk to the student or the Perkiomen School community. Perkiomen School staff will not review text messages, social media or images on an electronic device when there is a concern that explicit or sexual images of students may be involved, such

as when there is a concern about “sexting” or images being taken in a bathroom or locker room.

Refusal to provide the Perkiomen School with access to a locked vehicle, locker, or electronic device when instructed to do so is a Major Rules violation warranting discipline, up to and including Mandatory Withdrawal from the Perkiomen School. The Perkiomen School reserves the right to contact law enforcement as it deems necessary to conduct any search and to notify them that a search is being conducted. Any items or materials discovered during a search or inspection that violate the law or Perkiomen School rules, or that serve as evidence of such a violation, may be confiscated for use in disciplinary proceedings. If the items indicate a criminal offense or are illegal for ordinary citizens to possess, they may also be turned over to law enforcement.

When searches of students, student belongings, dorm rooms, vehicles, or lockers are conducted by or at the request of law enforcement officials, with or without the involvement of Perkiomen School staff, the law enforcement officials are solely responsible for ensuring that a warrant has been issued or that the circumstances otherwise permit the search to be lawfully conducted in accordance with the standards applicable to law enforcement actions. Perkiomen School staff will not interfere with or obstruct searches initiated by law enforcement but may assist when law enforcement officials have requested such assistance and have provided a warrant that has been issued or information that they otherwise have proper authority for a lawful search.

Disciplinary Responses, Status, and Plans

Corporal Punishment

Corporal punishment is the infliction of physical pain upon a person’s body as punishment for infraction. Corporal punishment includes flogging, beating, branding, mutilation, blinding, etc. In a broad sense, the term denotes physical disciplining of children in schools. Perkiomen School prohibits the use of all corporal punishment.

Standing

- **Good Standing:** Being in ‘Good Standing’ represents the baseline expectation for all members of the Perkiomen School community. It reflects engagement in all areas of school life, including academics, athletics, and residential life. To be in Good Standing, students must meet their responsibilities, be where they are expected to be, and uphold the community’s standards. Falling short of this expectation can negatively affect both the individual and the community. Consequences for not being in Good Standing are intended to guide students back to this baseline and support positive growth. Being in Good Standing means the student fulfills the following:
 - Not on disciplinary status (Warning, Probation, Suspension)
 - All grades above a C- and no Academic Honesty violations
 - No outstanding detentions or work crew
- **Not in Good Standing:** Students who are out of Good Standing may face certain restrictions or consequences, depending on the situation and its severity. The Student Life Office will create a plan to help students get back into Good Standing. Once the plan is

complete, students should meet with the Student Life Office to review their status. All plans will be documented in writing.

Note: Students not in Good Standing regarding Academics will create an Academic Recovery Plan with their Advisor and the Academic Office.

Possible components of the plan:

- Restrictions to representing Perkiomen School:
 - Not being allowed to perform at Perkiomen School events
 - Not being allowed to attend trips and off-campus activities
 - Reduced playing time
- Those on Disciplinary Status could lose student leadership positions and are not eligible to apply for a position while on status
- Those with one or more C- or lower cannot sign out during study hall and must complete an Academic Recovery Plan with the Academic Office and their advisor
- Engage in a support plan discussion – proactive plan, counseling options, etc.

Disciplinary Responses and Status

Perkiomen School officials or faculty may impose disciplinary responses or assign a status based on the nature and severity of an offense, and whether it is classified as a Major or Minor Rules violation. More than one type of response or status may be applied for a single act or incident. While this list is not exhaustive and cannot anticipate every possible situation, it provides guidance for students, families, and the Perkiomen School regarding what type of response may be necessary or appropriate in each circumstance.

- Campus Restriction: Students may not sign off campus or attend trips.
- Dorm Restriction: Students may only leave the dorm to have meals in the dining hall during designated mealtimes or attend required school functions. Students may not have visitors in the dorm while on dorm restriction. This restriction may extend to “extra” athletics practices or rehearsals on the weekends or evenings.
- Room Restriction: Students may only leave their room to use the restroom, have meals in the dining hall during designated mealtimes, or attend required school functions. This restriction may extend to “extra” athletics practices or rehearsals on the weekends or evenings.
- Electronic Device Restriction: Gaming devices/phones/iPads/laptops may be turned in for set periods of time. They will be locked in a secure location during that time.
- Breakfast Check In: Students may report to the dining hall and check in with a Student Life Office member by 7:30 a.m.

- Morning Detention: Students may report at 7:00 a.m. to the Student Life Office.
- Saturday Morning Detention: Students may report from 8:00 a.m. – 10:00 a.m. in a classroom.
- Work Crew: Saturday mornings, 8:00 a.m. – 10:00 a.m. Work Crew activities could include weeding, picking up trash, general yard work, and cleaning.
- Complete mandatory counseling or check-ins with the Health Center.
- Complete drug or alcohol testing.
- Complete a leave of absence.
- Loss of school privileges including, but not limited to, driving privileges, parking on campus, attendance at school events such as sporting events, prom, graduation, etc.
- Loss of Leadership Roles: Students in violation of any Major School Rule should assume the loss of any current and/or future leadership position and/or membership in Cum Laude Society.
- Probation: Once placed on Probation, a student may not return to the Assistant Head of School for Student Life for any major violation or face further consequences. The period of time on Probation and other restrictions and requirements will be determined on an individual basis.
- Suspension: The Perkiomen School reserves the right to temporarily separate a student from the community as part of a Discipline Plan or while reviewing a disciplinary case to determine a course of action. The Perkiomen School will determine if an in-school or out-of-school suspension is appropriate. The student may be allowed to return or may be required to withdraw. Students who are serving an out-of-school suspension will not be allowed on campus during the period of suspension, unless permitted by Perkiomen School officials. The Perkiomen School will make arrangements with the student and student's family for departure from campus. Day students may be required to depart the Perkiomen School immediately. A student's failure to depart campus or a parent's failure to pick up their child when directed may result in law enforcement being called to remove the student.
- Suspension of Record: In cases where an out-of-school suspension is appropriate but not feasible (international students), students may be required to serve an in-school suspension that is recorded in their disciplinary file as an out-of-school suspension.
- Mandatory Required Withdrawal or Expulsion: The infraction rises to the level that a student must withdraw from school or be expelled. Repeated infractions may also rise to this level. Students who are withdrawn or expelled will not be allowed on campus,

unless permitted by Perkiomen School officials. The Perkiomen School will make arrangements with the student and student's family for departure from campus. Day students may be required to depart the Perkiomen School immediately. A student's failure to depart campus or a parent's failure to pick up their child when directed may result in law enforcement being called to remove the student.

Once the Perkiomen School has determined a course of action after a disciplinary infraction, a student may appeal the decision to the Head of School or his representative. The Head of School may accept or deny the appeal request, and he may accept or amend the decision of the Assistant Head of School for Student Life. The Head of School makes the final determination regarding all issues pertaining to enrollment and status at Perkiomen School. There are no further appeals.

Dress Code

On Mondays, students wear formal dress throughout the academic day, including a navy-blue blazer, dress shirt + Perkiomen School tie or blouse, and dress slacks or skirt.

On Tuesdays – Fridays during the academic day, the standard dress is more relaxed. Students wear a Perkiomen School polo shirt with Chino-style dress pants/belt or skirt. Cargo-style pants, leggings, and sweatpants are not permitted. Bermuda-style shorts can be worn during September and May. A knit sweater or Perkiomen School sweatshirt may be worn over the polo. Students may wear sneakers.

Students are expected to be in dress code during the Academic Day from 8:00 a.m. – 3:00 p.m. in Academic Spaces. Academic Spaces are Schumo, Kehs Hall, Carnegie Library, Innovation Center, Hollenbach Middle School, Student Center, and Morning Meeting. To accommodate daytime workouts and lifts, students who have free time abutting a workout may be in workout gear in Non-Academic spaces during the Academic Day. Non-academic spaces are the Athletic Center and the Dining Hall.

Students who repeatedly violate the dress code may be assigned to Breakfast Check In, and excessive violations may be viewed as the inability or unwillingness to abide by school rules – a Major Rules violation.

Athletic Practice Uniform: Students participating in sports or other physical activities after school wear a practice uniform each day. Perkiomen School shorts and gray t-shirts may be purchased at the Fritz Family Store in the Student Center.

Relaxed Dress (weeknight dinners except for formal meals, after classes, and weekends): Dress includes t-shirts, jeans, sweatshirts, shorts, and sweatpants. Tank tops, sleeveless shirts, mesh shirts or midriff tops are not allowed. Shoes can be sneakers but not slippers. Clothing with messages related to drugs, alcohol, violence, or with offensive language or gestures is not acceptable at any time.

Commencement Dress (seniors):

Students will wear a navy-blue blazer, light blue dress shirt, Perkiomen School tie, belted white slacks, dark dress socks, and dress shoes or long white gown/dress/suit, dress shoes, or sandals.

Graduation pants and shirts are ordered through the school and charged to the student account.

Moving Up Dress (8th Grade):

Students will wear a navy-blue blazer, belted khaki slacks, white or light blue dress shirt, Perkiomen School tie, dark socks, and dress shoes or white dress/suit and white dress shoes.

Note: The following are not acceptable school dress at any time during the academic day or formal dress days: denim (any color), jeggings, yoga pants, Lycra, or spandex stretch pants. Perkiomen School will use its best judgement to determine when clothing is inappropriate.

Haircuts: Hair must be kept clean, neat, and well-groomed always. Faces should always be clean-shaven.

Policy on Disclosure of Disciplinary Records

Perkiomen School abides by Pennsylvania law, 24 P.S. § 13-1305-A, and is guided by the spirit of the Family Education Rights and Privacy Act (FERPA) (SEE NOTE below). When requested, the Perkiomen School will provide a certified copy of a student's disciplinary record to any school or school entity to which the student is applying or transferring.

NOTE: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more details on FERPA, please see:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>. Perkiomen School does not receive any federal funding and therefore abides by the spirit of FERPA under its policies and procedures.

Policy on Disclosure of Discipline Records for Withdrawn or Expelled Students to Colleges

If a student withdraws or is expelled from Perkiomen School after submitting one or more applications to colleges, the Office of College Counseling will recommend that the student contact the colleges directly to explain their withdrawal from Perkiomen School and to describe how they plan to complete their senior year. It is solely the responsibility of the student and/or their parents to inform colleges of the withdrawal. Two weeks after the student's exit from school, Perkiomen School will send the student's final transcript to those colleges where the Office of College Counseling has sent a transcript and recommendation on the applicant's behalf, including any colleges to which a student has already been admitted. This final transcript will include grades through the last recorded mid-term and will specify why the student left school along with the date of withdrawal. If any college admission officers contact Perkiomen School with questions regarding the withdrawal, the Office of College Counseling will ask them about their understanding of the situation before answering their questions honestly. If the Office of College Counseling decides their interpretation to be incorrect or insufficient, the Office of College Counseling will refer them back to the student for further clarification.

If a college at which the student has been accepted decides to retract that offer due to the student's withdrawal from Perkiomen School, the Office of College Counseling does not bear any responsibility to pursue other college possibilities for that student.

Readmission of Students Who Have Been Required to Withdraw

Petitions for readmission to the Perkiomen School from students who have been required to withdraw for academic or disciplinary reasons will be considered on a case-by-case basis. For any such petition to be considered, a student must have been away from Perkiomen School long enough to establish an academic and/or personal record that is demonstrably different from the record that led to the required withdrawal. In some cases, the Head of School may elect to make an exception. When a student has petitioned for readmission, the Director of Admission or the Assistant Head of School for Student Life will collect appropriate background information, and the final decision in response to the petition will be made by the individual or group responsible for the earlier decision to require the student's withdrawal. Students who apply for readmission should be encouraged to pursue admission simultaneously elsewhere since readmission is never guaranteed.

Family Guide

Perkiomen School Calendar

The calendar is published on the Perkiomen School's website <https://www.perkiomen.org/about-perk/calendar>. It is important that it is reviewed before school commences each year to note the vacation periods and other important dates. Specific fees apply if deadlines are not met.

End of Year Expectations

Baccalaureate Service and Commencement are held at the end of the year. Because Perkiomen School highly values its sense of community, the end of the year capstone events and commencement program are required of all seniors including postgraduate students. Middle School students are required to attend the Middle School Moving Up Ceremony at the end of the year.

Family Responsibilities

It is expected that all financial obligations to the Perkiomen School will be satisfied before the onset of the graduation program festivities. Faculty will not grade final papers/exams or submit grades until all financial obligations are met. This may prevent a student from graduating with their class or participating in commencement weekend programs.

Re-Enrollment

Each year underclass students may be invited to return for the following school year. An invitation to return to Perkiomen School is based on academic and social standing within the community and a comprehensive review of the student's record by the faculty and administration of the school. Students are reviewed by the faculty in January and will receive communication from the Perkiomen School with a contract to re-enroll, a contract with stipulations on performance, warnings with a contract held, or possibly a recommendation to seek a different educational setting. Once a contract is offered, however, families should re-enroll by the contract deadline. Following the close of the school year, the faculty and the administration review all students. Invitations to return may be withdrawn or have conditions attached, depending upon the circumstances. For those students who were awaiting a final decision from January, it will be made at this time.

It is always the aim of Perkiomen School to have students enrolled who choose to be here, strive to achieve, and who are positive additions to this academic community. If families have any concerns about decisions or wish to appeal them, they may do so directly with the Head of School.

Hosting Students

Families are welcome to host students on weekends or during school breaks. Parents must contact the Student Life Office with permission for the visit. When students are overnight guests, they are not allowed to change their plans to another destination once the school and their parents have given permission to stay at your home.

Family Weekend

Family Weekend in the fall is marked on the calendar. This is an opportunity to meet student

advisers, dorm parents, teachers, coaches, and other Perkiomen School parents. Parents will be able to see sporting and arts events and attend the Hewett Concert along with other activities. Information is posted on the website in September.

Phone Numbers

Perkiomen School Office: 215-679-9511

Admissions Office: 215-679-1132

Alumni Office: 215-679-1142

Director of Athletics: 215-541-5635

Business Office: 215-679-1137

Carnegie Library: 215-679-1256

Health Center: 215-541-5065

Assistant Head of School for Student Life: 215-534-7720

Director of Admission and Financial Aid: 215-679-1141

Associate Head of School: 215-906-3909

Registrar: 215-679-1123

Head of School's Office: 215-679-1130

Middle School Office: 215-541-5621

Disclaimer

The Community Handbook provides essential information about the Perkiomen School for students, parents, and all members of the Perkiomen School community. It is meant to be both a reference and a guide for you. As a reference, the Community Handbook provides answers when a specific question arises. As a guide, the Community Handbook is where you will find the Perkiomen School's expectations and the names of the people who can help you meet those expectations. The Community Handbook itself is not a contract.

Provisions in the Community Handbook may be changed at any time during the academic year at the sole discretion of the administration of Perkiomen School and may be published electronically or in paper.

